

## First Legacy Corporation-CHECK LIST

**\*ALL AGENTS MUST PROVIDE FILE TO COORDINATOR ON THE 3<sup>RD</sup> BUSINESS DAY**

**\*FORMS MUST BE SIGNED AND COPIES RETAINED FOR BROKER FILE**

Date Received: \_\_\_\_\_ Agent Name \_\_\_\_\_ MLS# \_\_\_\_\_

Transaction Type: Purchase \_\_\_\_\_ Listing \_\_\_\_\_ New Built \_\_\_\_\_ Property Price \_\_\_\_\_

Property Address: \_\_\_\_\_ Year Built \_\_\_\_\_

Property Type: Single Family \_\_\_\_\_ No. of Bed/Baths \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Condo \_\_\_\_\_ No. of Bed/Baths \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

### 1<sup>st</sup> Item Checklist:

- \_\_\_\_\_ \*Fully Executed Purchase Agreement-FOR LOAN-RPA-USE WHEN AN SUBMITTING OFFER
- \_\_\_\_\_ \*Buyers Inspection Advisory-FOR LOAN- USE WHEN AN SUBMITTING OFFER
- \_\_\_\_\_ \*All Counter Offers Signed by Buyer and Seller-FOR LOAN USE WHEN AN SUBMITTING OFFER-if applicable
- \_\_\_\_\_ \*Copy of Buyer Initial Deposit Check-FOR LOAN
- \_\_\_\_\_ \*Escrow Instructions-CERTIFIED FOR LOAN
- \_\_\_\_\_ \*Preliminary Report from Escrow-FOR LOAN
- \_\_\_\_\_ \*Escrow Initial Deposit Receipt-FOR LOAN
- \_\_\_\_\_ \*Condominiums Require HOA Certification –Lender will provide their form\*this item can delay funding if condition by lender-FOR LOAN

### 2<sup>nd</sup> Item Checklist:

- \_\_\_\_\_ Listing Agreement and Seller Advisory (if representing Seller)-RLA
- \_\_\_\_\_ \*Escrow Commission Instructions signed by Broker
- \_\_\_\_\_ \*Cooperating Broker Compensation Agreement-CBC- USE WHEN AN SUBMITTING OFFER
- \_\_\_\_\_ \*Wood Destroying Pest Inspection and Allocation of Cost Addendum -WPA USE WHEN AN SUBMITTING OFFER
- \_\_\_\_\_ \*Statedwide Buyer and Seller Statewide Advisory -SBSA USE WHEN AN SUBMITTING OFFER
- \_\_\_\_\_ \*Agency Relationships Disclosure Buyers Agent: \_\_\_\_\_ Sellers Agent: \_\_\_\_\_ USE WHEN AN SUBMITTING OFFER
- \_\_\_\_\_ \*Confirmation of Agency Relationships- USE WHEN AN SUBMITTING OFFER
- \_\_\_\_\_ \*MLS Printout
- \_\_\_\_\_ \*Property Profile
- \_\_\_\_\_ \*For your Protection get a Home Inspection
- \_\_\_\_\_ \*Professional Home Inspection Report or Waiver
- \_\_\_\_\_ \*Request for Repairs (MUST BE IN THE APPROPRIATE WINFORMS FORMAT Form RR)
- \_\_\_\_\_ \*Termite Inspection Report with-Buyers Signatures
- \_\_\_\_\_ \*Home Owners Association: \_\_\_\_\_
- \_\_\_\_\_ \*Supplemental Tax Disclosure: \_\_\_\_\_
- \_\_\_\_\_ \*Short Sale Advisory (SSA)
- \_\_\_\_\_ \*PAA

### MARK THE FOLLOWING APPLICABLE DISCLOSURES:

- \_\_\_\_\_ Contingency Removal-To be signed by the Buyer when all contingencies have been met-CR
  - \_\_\_\_\_ Homeowner's Guide to Earthquake Safety & Environmental Hazards- Booklet for the Buyer
  - \_\_\_\_\_ Natural Hazard Disclosure Statement AND RECEIPT
  - \_\_\_\_\_ TDS-Transfer Disclosure Statement-TDS
  - \_\_\_\_\_ Seller Property Questionnaire-SPQ
  - \_\_\_\_\_ Defective Furnace Disclosure-For constructions built before 1983 or after 1994
  - \_\_\_\_\_ Earthquake Hazard Report-For constructions built prior to 1960
  - \_\_\_\_\_ Lead Base Disclosure Statement-For constructions built prior to 1978-FLD
  - \_\_\_\_\_ Mold Disclosure
  - \_\_\_\_\_ Supplemental Statutory Disclosure-SSD
  - \_\_\_\_\_ Water Heater-WHS
  - \_\_\_\_\_ Smoke Detector-SDS
  - \_\_\_\_\_ Sellers Affidavit of Non-Foreign Status-FIRPTA-AS
  - \_\_\_\_\_ Affiliated Business Arrangement Disclosure
  - \_\_\_\_\_ Termite Clearance/Completion with-Buyers Signatures
  - \_\_\_\_\_ Home Warranty
  - \_\_\_\_\_ Copy of Commission Check and Final HUD-1
  - \_\_\_\_\_ \*Final Walk Through (MUST BE PERFORMED 5 DAYS PRIOR TO THE CLOSE OF ESCROW
- REQUIRES BUYER AND SELLER SIGNATURE Form VP-11**