



CONTRACT SUBMISSION CHECKLIST

PROPERTY ADDRESS _____

CONTRACT PRICE \$ _____ COMMISSION _____ %
 CLOSING DATE _____ MLS FEE \$ _____

ESCROW AGENT _____

CLOSING AGENT OR _____
 ESCROW AGENT

LISTING AGENT & BROKER _____ / _____
 SELLING AGENT & BROKER _____ / _____

ALL DOCUMENTS IN THIS SECTION ARE REQUIRED.

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|----------------------------------|---|
| FULLY EXECUTED CONTRACT | APPRAISAL ADDENDUM |
| SELLER PROPERTY DISCLOSURE | ***ONLY IF IT IS YOUR BUYER AND FINANCING IS INVOLVED |
| COUNTY TAX RECORDS | ESCROW VERIFICATION LETTER |
| WIRE FRAUD NOTIFICATION - SIGNED | MLS PRINTOUT |
| ***ONLY IF IT IS YOUR BUYER | ***BROKER FULL REPORT |
| PROPERTY UTILITIES - SIGNED | ENERGY EFFICIENCY BROCHURE - SIGNED |
| ***ONLY IF IT IS YOUR BUYER | ***ONLY IF IT IS YOUR BUYER |
| BILTMORE DISCLOSURE - SIGNED | ALTA STATEMENT—FULLY EXECUTED |
| ***ONLY IF IT IS YOUR BUYER | |
| FINAL WALK-THROUGH | FULLY EXECUTED BBA |
| ***ONLY IF IT IS YOUR BUYER | FULLY EXECUTED BBA ADDENDUMS |

ADDENDUMS - IF APPLICABLE

- | | |
|---------------------------------------|----------------------------|
| HOA | AGENT INTEREST IN PROPERTY |
| CONDO RIDER | SALE OF BUYER'S PROPERTY |
| LEAD BASED PAINT ADDENDUM | FHA / VA |
| ***LEAD BASED PAINT BROCHURE - SIGNED | |