

Accepted Offers & Sale Fails

- ☐ Full names and addresses of buyer(s) and seller(s), with complete contact information.
- ☐ Disclosed Limited Agency agreement, if needed.
- ☐ Complete signed copy of the initial earnest money agreement, including offer, acceptance or counteroffer, acknowledgment, and any addendum or other documents that make up the agreement between the parties. Signatures and initials should include date and time.
- ☐ Copy of final agency acknowledgment of existing agency relationship to both parties
- ☐ A record of who presented the offer (and any counteroffers), to whom, and any representations made by the licensee at the presentation (such as the financial ability of the buyer).
- ☐ Full legal description of the property.
- ☐ Zoning and flood zone information, if applicable.
- ☐ A completed and signed copy of Seller's Property Disclosure Statement, with a record that the parties' obligations and rights were explained, or an exemption notation.
- ☐ Copy of the earnest money tendered (check, money order, promissory note, cash, etc.). *Note: Do not color-copy, or same-size copy, cash.*
- ☐ Disposition of earnest money tendered (note redemption, deposit to trust account, receipt from escrow agent).
- ☐ Record of any checks made out to the seller delivered by licensee. Include date received, name of payor, purpose of payment, file reference, date delivered, and documentation of delivery.
- ☐ Copy of the listing or co-op office listing information. (The listing and sale files can be combined at close of escrow if it was your listing sold.)
- ☐ Evidence of timely supervision by the principal broker (dated initials on all documents of agreement, including modifications and extensions).
- ☐ Any addenda amending, or attempting to amend, the original agreement, including removal of contingencies.
- ☐ CMAs prepared for the buyer or seller related to this sale.
- ☐ Any estimates of buyer's downpayment, buyer's closing costs, or seller's net proceeds the agent may choose to provide.

- ☐ Copies of inspection reports, repair estimates, and clearances.
- ☐ Record of buyer's progress in getting financing.
- ☐ Preliminary title report, with evidence that licensee has reviewed it and discussed any significant issues raised by it with the represented party.
- ☐ Copies of correspondence, including e-mail and faxes, to or from the represented party or their authorized representatives.
- ☐ Licensee's diary notes taken during the transaction.
- ☐ A record of who attended closing and problems encountered.
- ☐ Settlement statement(s).
- ☐ Seller's forwarding address.
- ☐ Reason for fail-sale, if it occurred, and disposition of earnest money.

Rejections: Offers & Counteroffers

- ☐ Disclosed Limited Agency agreement, if needed.
- ☐ Complete signed copy of the offer, rejection, or counteroffer(s). Signatures and initials should include dates and times.
- ☐ Copy of final agency acknowledgment of existing agency relationship to both parties
- ☐ Copy of the earnest money tendered (check, money order, promissory note, cash, etc.). *Note: Do not color-copy, or same-size copy, cash.*
- ☐ Disposition of earnest money tendered (deposit to trust account, returned to offeror, receipt from escrow agent).
- ☐ Evidence of timely supervision by the principal broker (dated initials on all documents of agreement or disagreement).
- ☐ CMAs prepared for the buyer or seller related to this sale.
- ☐ Estimates of buyer's downpayment, buyer's closing costs, or seller's net proceeds.
- ☐ Copies of correspondence, including e-mail and faxes, to or from the represented party or their authorized representatives.
- ☐ Licensee's diary notes generated during the proposed sale transaction.