



Iwado Realty, Inc.

AGENT'S TRANSACTION CHECKLIST

PROPERTY ADDRESS: _____

AGENT: _____

Listing Checklist:

- _____ *Listing Agreement & Addendum
- _____ *Profile/Data Sheet
- _____ CMA printout
- _____ *FIRPTA/HARPTA
- _____ Lockbox/Authorization
- _____ Authorization to Obtain Loan Information
- _____ *MLS Property Synopsis w/out Map
- _____ *Property Disclosure Statement
- _____ Condominium Documents
- _____ *Leasehold Disclosure Information
- _____ Verification of Sewer Hookup
- _____ Tax Office Verification of Ownership
- _____ Property/Title Report
- _____ Survey
- _____ Building Permits
- _____ Encroachment Agreements
- _____ Ad Request
- _____ *Fact Sheet on Listing
- _____ Other: _____

Sale Checklist:

- _____ *MLS Printout
- _____ Tax Office Data
- _____ *Escrow Instructions
- _____ *DROA & Addenda
- _____ *Seller's Counter Offer
- _____ *Agency Disclosure
- _____ *Signed Title Report
- _____ *Receipt for Real Property Disclosure Statement
- _____ *Leasehold Disclosure Report
- _____ *Document Receipt Acknowledgement
- _____ *Property Inspection Report
- _____ *Termite Inspection Report
- _____ *Survey Report
- _____ *Final Walk Through
- _____ *Lead Disclosure Receipt
- _____ DROA Timeline Checklist
- _____ Other: _____

Miscellaneous:

- _____ *Escrow Instructions
- _____ Estimated Proceedsand Expenses
- _____ *All Correspondences; Status Letters
- _____ *Notes, Memos, Telephone Logs
- _____ Earnest Money Deposit Tracking
- _____ *Rental Agreement/Property Management
- _____ Loan Prequalifications
- _____ *Properties Shown Buyer (defense against unjustified discrimination claim)
- _____ Outside Broker Agreement

Note: "*" indicates mandatory file items