



### **Checklist for New Listings**

1. Executed Listing Contract
2. Signed Seller's Disclosure
3. Signed Lead Based Paint Obligations and disclosure (if built before 1978)
4. Seller's Estimate of Closing Costs
5. Consumer Notice
6. Certificate of Occupancy

### **Checklist for Sales Transaction**

1. Agreement of Sale
2. Consumer Notice
3. Seller's Disclosure
4. Mold Disclosure and Waiver
5. Copy of Check
6. Estimate of Closing Costs (Buyer Side) - Seller needs updated on reflecting selling price
7. BFI – Buyer's Financial Information Statement
8. Buyer Agency Contract (Buyer's Side)
9. Certificate of Occupancy for "As Is" Sales (Buyer's Responsibility)

### **Checklist for Rental Transaction**

1. Listing for Rent Contract
2. Consumer Notice (Landlord/Tenant)
3. Rental Application
4. Tenant Screening Report
5. Residential Lease
6. Certificate of Occupancy