



Checklist for New Listings

1. Exclusive Right to Sell Listing Agreement
2. Consumer Information Statement (CIS)
3. Seller's Disclosure of Real Property Condition
4. Signed Lead Based Paint Obligations and Disclosure (if built before 1978)
5. Radon Disclosure
6. DE Uniform Common Interest Ownership Resale Certificate (if condominium of planned community fee of \$597 or greater)
7. Short Sale Listing Addendum (if short sale)
8. Mortgage Information Form

Checklist for Sales Transaction

1. Agreement of Sale
2. Consumer Information Statement (CIS)
3. Seller's Disclosure of Real Property Condition
4. Lead Based Paint Addendum (if built before 1978)
5. Radon Disclosure
6. Buyer Agency Contract (Buyer's Side)
7. Mortgage Pre-Approval
8. Estimate of Closing Costs (Buyer's Side) Seller needs updated on reflecting selling price.
9. Short Sale Purchase Addendum (if short sale)
10. DE Uniform Common Interest Ownership Resale Certificate (if condominium of planned community fee of \$597 or greater)
11. FHA Addendum (if FHA purchase)
12. VA Amendatory Clause (if VA purchase)
13. Misc. Addendums to Agreement of Sale
14. Mutual Release Agreement (for release of contract and disbursement of escrow)

Checklist for Rental Transaction

1. Listing for Rent Contract
2. Consumer Information Statement (CIS) - (Landlord/Tenant)
3. Rental Application
4. Tenant Screening Report
5. Residential Lease