



### **Checklist for New Listings**

1. Agency Disclosure - Sales
2. Exclusive Agency Agreement
3. Exclusive Right to Sell
4. Property Condition Disclosure
5. Commission Agreement

### **Checklist for Sales Transaction**

1. Agency Disclosure - Sales
2. Exclusive Agency Agreement
3. Exclusive Right to Sell
4. Agreement of Sale
5. Property Condition Disclosure
6. Memorandum of Sale
7. Commission Agreement
8. Submit Offer Form
9. Radon Rights for Homeowner Brochure

### **Checklist for Rental Transaction**

1. Listing for Rent Contract
2. Agency Disclosure - Rental
3. Rental Application
4. Tenant Screening Report
5. Residential Lease