

Property address _____

Agent File Checklist

If representing Seller:

- ___ * Listing agreement
- ___ * Seller's disclosure notice (5 page form)
- ___ Request for mortgage payoff information (loan #, SS#)
- ___ IABS
- ___ Survey (if available: yes ___ no ___)
- ___ * Lead based paint disclosure (before 1978 only)
- ___ Request for HOA disclosure (only if Homeowner's Assoc. is involved)
- ___ Amendments to listing agreement (as made)

If representing Buyer:

- ___ * One to Four Family Residential Contract (Resale or new)
- ___ IABS
- ___ Intermediary (if representing both buyer and seller)
- ___ * Copy of earnest money & option fee (check)
- ___ * Buyer representation (if available)
- ___ Amendments (as made)

* Mandatory