

Violation Notice for File Documents

Property Address: _____

Agent Name: _____

Note: This document is to be completed by the front desk staff after initial receipt of checklist, contract, and earnest money receipt from agent. The front desk staff will prepare and review the file, then submit the file with this document to the Broker for initial review. After the initial review by the Broker is complete, the front desk staff will send a copy of this document to the agent, transaction coordinator (if applicable), and to the Broker's email. Then the document will be put in our transaction file.

As the agent, please evaluate our findings below and provide our front desk staff any missing documents noted.

- Transaction Check List was not turned in by agent, or filled out properly.
- Agency Disclosures were not provided or properly completed (**Note: If you are the listing agent for a client, the listing agreement adequately serves as the agency disclosure**).
- Other documents marked with an asterisk on the checklist were not submitted with the contract for initial review, as required. More specifically, we are missing document numbers: _____ described on the checklist.
- Regarding Residential Contracts, the items circled below were not complete:
 - Initial from both buyer and seller at bottom of each page on contract.
 - Buyer initials on either line 152 or 153.
 - Buyer initials on lines 216, 221, 229, 359.
 - Buyer signatures on line 375.
 - Seller signatures on line 388.
 - Contract paragraph 8.r. filled out with buyer's agent info. If no buyer's agent is involved, then buyer must sign an agency disclosure stating that seller's agent is representing the seller only.
 - Contract paragraph 9.a. filled out with seller's agent info. If no seller's agent is involved, then seller must sign an agency disclosure stating that buyer's agent is representing the buyer only and must also sign a FSBO compensation agreement.
- Buyer's and/or Seller's spouse initials and signatures are not complete. **If either party is not married, the agent needs to email this marital status statement to the front desk to put in the file.** If the seller or buyer is an entity, then please email a statement that the signer is authorized to sign and make decisions on behalf of the company. Any party signing on behalf of a company needs to sign the documents, and write "As authorized signer for XYZ Company under their signature.
- Earnest money receipt not submitted with contract.
- Automatic Fine of \$25 charged to your account:** If you are the buyer's agent and the earnest money receipt is dated more than 2 business days past the contract acceptance date.

Automatic Fine of \$25 charged to your account: If you are the listing agent and the earnest money receipt is dated more than 5 business days past the contract acceptance date.

Automatic Fine of \$25 charged to your account: Contract submitted more than 3 business days past contract acceptance date. Contract acceptance data is the date the final counter was signed. If there is no counter offer, it is the date the seller signed the contract.

Automatic Fine of \$50 charged to your account: Contract submitted more than 10 business days past contract acceptance date.

Other findings or comments are noted as follows:

NOTES: If you've been assessed a fine, but believe it is unwarranted, please EMAIL the Broker an explanation the reason you want it waived. The Broker will evaluate and respond to whether he will accept your explanation.

It is the agent's responsibility to complete and turn in the required file documents to the front desk staff. The front desk staff is instructed not to fill in the paperwork on your behalf.

It is recommended that you either fax or email the documents to Megan's attention, therefore, providing an email trail or fax trail in the event of a dispute. Any faxes not addressed to Megan or without your name on it for reference will be discarded because Megan is instructed not to spend time researching whose property it belongs to.