



Homes & Investments

### Transaction Checklist - Commercial Listing

(updated 3-19-07)

Property Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Contract Date: \_\_\_/\_\_\_/\_\_\_ COE: \_\_\_/\_\_\_/\_\_\_

Sales Price: \$ \_\_\_\_\_ Expected Commission To Re/Max (\$ or %) \_\_\_\_\_

Optional Coordinating Services: \_\_\_ Basic \$200; \_\_\_ Premium Listing \$300; \_\_\_ Premium Buyer \$350

*Please Complete if referral fee is to be paid:*

Amount: \$ \_\_\_\_\_ or % \_\_\_\_\_

Agent Receiving Referral Fee: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Company Tax ID # \_\_\_\_\_ (obtain copy of their company's W-9 to verify)

Seller: \_\_\_\_\_ Phone: \_\_\_\_\_

Buyer: \_\_\_\_\_ Phone: \_\_\_\_\_

Mortgage Company: \_\_\_\_\_

Loan Officer: \_\_\_\_\_ Phone: \_\_\_\_\_

Title Company: \_\_\_\_\_

Escrow Officer: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Listing Agent: \_\_\_\_\_ Buyer's Agent: \_\_\_\_\_

Company: \_\_\_\_\_ Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

**AGENT INSTRUCTIONS: Please Read Before Proceeding with Checklist!**

To start your file, turn in a copy of the Commercial Listing Form (exclusive right to sell/rent) & Marketing Materials immediately after taking the listing. Copies of the required documents shown below are required to be faxed or delivered to the front desk staff (or required to be received from your transaction coordinator, if applicable). A copy of all accepted contracts must be submitted (via fax, email, personal delivery) within 2 days of acceptance. This allows the broker 3 days to review and sign off to meet the 5 day requirement.

Compliance to requirements outlined in this transaction checklist is your responsibility to complete (or your transaction coordinator's responsibility), and is later verified by our front desk staff. In the event that the requirements are not met, you (and your transaction coordinator if applicable) will receive a Violation Notice outlining the missing requirements. Copies of all Violation Notices are saved in your personnel file for occasional review of non-compliance trends and risk evaluations. Be advised that any fines issued by ADRE during an audit for an agent failing to meet the below documentation requirements will be charged to that agent.

**If you determine that any of the required documents are not applicable, then you must use the last page of this document, labeled "Explanations for Exclusions" to provide a written explanation as to why the document is not applicable.** If the document requirement or step is waived by the client(s), be advised that you cannot personally waive any rights of your client(s). Any documents or steps waived by the clients(s) must be acknowledged in writing, signed by the client(s) and turned into the front desk staff for filing.

Also note that if the seller or buyer is married, all spouses are required to sign and initial where required on all documentation, unless the spouse signs a disclaimer notice, prepared by the title company and acceptable to the lender. **If either party is not married, the agent needs to email this statement to the front desk to put in file.** If the seller or buyer is an entity, we require you to submit evidence that the signer is authorized to sign and make decisions on behalf of the entity.

## **CHECKLIST OF DOCUMENTS**

This checklist is intended to serve as a reminder to Agents of forms that COULD apply to this transaction. However, the documents on the checklist are not necessarily required.

The last page of the checklist is used by the Agent to document reasons for excluding any of the documents (Explanation for Exclusions). When the checklist is turned into the Broker, it is up to the Broker to determine whether he agrees with the Agent's explanation. If the Broker feels that there is a high risk situation that warrants the form, he will request it.

Explanations are not required if you check a box offered to the right of each document description. Documents turned into the office become property of the broker, but copies can be made for you upon request.

\*Items with an asterisk are required to be submitted with initial contract for initial broker review. The remainder of the items are due prior to close, or if not provided, then explained on the next page.

### LEFT SIDE OF FILE

- \_\_\_\_\_ Cancellation Notice (\_\_check if not cancelled)
- \_\_\_\_\_ Notice of Nomination (\_\_check if not assigned)
- \_\_\_\_\_ \*Commercial Listing Agreement
- \_\_\_\_\_ \*Commercial Purchase Contract
- \_\_\_\_\_ \*Counter Offers/Addendums (\_\_check if none)
- \_\_\_\_\_ \*Multiple Offer Disclosure (\_\_check if none)
- \_\_\_\_\_ \*Earnest Money Receipt
- \_\_\_\_\_ \*Agency Disclosure (\_\_buyer's agent on contract)
- \_\_\_\_\_ \*Comparative Analysis (*CMA Signed by Seller*)
- \_\_\_\_\_ \*Listing Printout/Marketing Materials
- \_\_\_\_\_ Financing Commitment Letter
- \_\_\_\_\_ Lead Based Paint (\_\_check if built after 1978)
- \_\_\_\_\_ Buyer's Inspection Notice & Response
- \_\_\_\_\_ Water Well Addendum (\_\_check if N/A)
- \_\_\_\_\_ HOA Addendum (\_\_Check if N/A)

### RIGHT SIDE OF FILE

- \_\_\_\_\_ \*Transaction Checklist
- \_\_\_\_\_ Commission Pay Form
- \_\_\_\_\_ Settlement Statement
- \_\_\_\_\_ Commercial SPDS
- \_\_\_\_\_ Prelim Title Report
- \_\_\_\_\_ Survey or Re-Certification
- \_\_\_\_\_ Inspection Report
- \_\_\_\_\_ Septic Cert. (\_\_check if no septic)
- \_\_\_\_\_ Final Rent/Deposit Ledger
- \_\_\_\_\_ Tenant Leases
- \_\_\_\_\_ Estoppel Certificates
- \_\_\_\_\_ Property Mgmt Agreement
- \_\_\_\_\_ Copies of Vendor Contracts
- \_\_\_\_\_ Phase I Report
- \_\_\_\_\_ C.L.U.E. Report
- \_\_\_\_\_ Termite Report (\_\_Check if N/A)
- \_\_\_\_\_ Revenue/Expense Testing

### Reminders:

\_\_\_\_\_ Check here is this listing is for your personal property (owner/agent). Be advised that if the buyer does not have broker representation, you cannot utilize the form Consent to Dual Limited Representation, due to conflict of interest. In this case, you must have the buyer sign the Real Estate Agency Disclosure, indicating you are representing the seller only.

\_\_\_\_\_ Check here if you have notified your client to cancel all their utilities after close of escrow.

\_\_\_\_\_ Check here if you have notified your client to cancel their insurance policy after close of escrow.

\_\_\_\_\_ Check here if you have notified your client to transfer all their vendor contracts out of your client's name.

EXPLANATIONS FOR EXCLUSIONS:

Name of Document Excluded: \_\_\_\_\_

Explanation for Exclusion: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Signed \_\_\_\_\_

EXPLANATIONS FOR EXCLUSIONS:

Name of Document Excluded: \_\_\_\_\_

Explanation for Exclusion: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Signed \_\_\_\_\_

EXPLANATIONS FOR EXCLUSIONS:

Name of Document Excluded: \_\_\_\_\_

Explanation for Exclusion: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Signed \_\_\_\_\_

EXPLANATIONS FOR EXCLUSIONS:

Name of Document Excluded: \_\_\_\_\_

Explanation for Exclusion: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Signed \_\_\_\_\_

EXPLANATIONS FOR EXCLUSIONS:

Name of Document Excluded: \_\_\_\_\_

Explanation for Exclusion: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Signed \_\_\_\_\_

EXPLANATIONS FOR EXCLUSIONS:

Name of Document Excluded: \_\_\_\_\_

Explanation for Exclusion: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Signed \_\_\_\_\_

EXPLANATIONS FOR EXCLUSIONS:

Name of Document Excluded: \_\_\_\_\_

Explanation for Exclusion: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Signed \_\_\_\_\_

EXPLANATIONS FOR EXCLUSIONS:

Name of Document Excluded: \_\_\_\_\_

Explanation for Exclusion: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Signed \_\_\_\_\_

EXPLANATIONS FOR EXCLUSIONS:

Name of Document Excluded: \_\_\_\_\_

Explanation for Exclusion: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Signed \_\_\_\_\_

EXPLANATIONS FOR EXCLUSIONS:

Name of Document Excluded: \_\_\_\_\_

Explanation for Exclusion: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Signed \_\_\_\_\_

EXPLANATIONS FOR EXCLUSIONS:

Name of Document Excluded: \_\_\_\_\_

Explanation for Exclusion: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Signed \_\_\_\_\_

Broker Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_