

PURCHASE FILE CHECK SHEET

Right Side

- (bottom) _____ Agency Relationship in Real Estate Transactions
- _____ Notice to Client Regarding Confidential Communications
- _____ Exclusive Right to Represent Buyer
- _____ Sellers Property Condition Statement
- _____ Lead Based Addendum to Purchase Agreement
- _____ Property Information Disclosure
- _____ Home Warranty Application
- _____ Property Inspection Agreement
- _____ For Your Protection Get A Home Inspection
- _____ Removal of Home Inspection Contingency
- _____ Letter of Loan Approval
- _____ Info On Abstract/Title Insurance _____
- _____ Final Walk-Thru (Property Inspection Letter)
- _____ 24 / 48 / 72 Hour Contingency
- _____ Copy of Earnest Money
- _____ Purchase Agreement
- _____ Counter Offer
- _____ Counter to Counter Offer
- _____ Closing Statement
- _____ Copies of All Checks
- _____ Brokers Commission Statement
- (top) _____ Vendor Balance Detail (Office Use Only)

Left Side

- (bottom) _____ Status Change Forms/Other _____
- _____ One Ups
- _____ Purchase File Check Sheet
- (top) _____ Closing Check Sheet

All paperwork in file: _____

Date _____ Signature _____