

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 _____

revised 11/10