

Your REALTY Office™
 Green Sheet / Check List – **Sales (Buy)**
YOU Represent the Buyer or a Dual Agency Situation

Property Address: _____

Sales or List Price: _____ Contract Date: _____ COE or Possession _____

Owners FULL name: _____

Listing Agent: _____ Company & Telephone #: _____

Buyers/Tenants FULL name: _____

Agent: _____ Telephone #: _____

Title Company _____ Address _____ Telephone _____

- Required Items when YOU represent the Buyer or a Dual Agency Situation**
- Agency (plus)
 - Dual Agency (if in-house)
 - Buyer Broker Agreement
 - Buyer's Advisory Receipt
 - Market Condition Advisory
 - Purchase Contract
 - Addendum(s) (Check off or list)
 - Other Disclosures (List or check off)
 - Counter Offer(s)
 - Earnest Money Receipt
 - MLS printout (P,UCB,A/48hrs)
 - Termite Report
 - SPDS
 - Clue Report / Property History
 - Final Walk Through
 - MLS Printout (*Showing Closed*)
 - Yellow Sheet – Both Sides

- Other Disclosures (include if required)**
- Vacant Land Addendum
 - Septic Certification
 - CLA
 - HOA/CCR Receipt
 - Pool Disclosure
 - Lead Based Paint
 - Short Sale Addendum
 - "AS IS" Addendum
 - BINSR** (Buyer Inspection Notice/Sellers Response)
 - Other _____
 - Other _____
 - Other _____
 - Other _____
 - Other _____
 - Other _____

Date entered into computers _____ Initial _____