

## **TEXAS TRANSACTION CHECKLIST**

(Please make sure all parties have copies of any changes)  
Submit ALL FILES to DOTLOOP within 48 hours of execution date  
*Updated January 31st, 2024*

### **LISTING FILES**

#### **RESIDENTIAL**

##### **Mandatory MINIMUM REQUIRED:**

- ☐ MLS Print Out Showing Status "A". -Subagent should show 0% (Print the agent view as a PDF then upload)
- ☐ (TXR 2501/TREC IABS 1-0) Seller:Information About Brokerage Services
- ☐ TXR 1101 Residential Real Estate Listing Agreement Exclusive Right to Sell
- ☐ LPT Wire Fraud Alert OR TXR 2517 Wire Fraud Notice
- ☐ TXR 1406 Seller's Disclosure
- ☐ LPT Affiliated Business Arrangement Disclosure Statement for Sellers (ABA)
- ☐ Tax Information Sheet (This is easily found on the county appraisal district's website)
- ☐ Survey (not required on cash deals)
- ☐ TXR 1907 Residential Real Property Affidavit T-47 - must be notarized. If it is not notarized, it will be returned to the agent and notary will be requested. This is not required with a New Survey (not required on cash deals)
- ☐ CMA (Comparative Market Analysis)
- ☐ LPT Sales Disclosure - TX
- ☐ LPT Commission Intake Form

##### **Once Under Contract:**

- ☐ Receipted Residential Contract
- ☐ Earnest Money Receipt
- ☐ MLS Printout Pending

Any other contract addenda are required if noted on the contract.

#### **FARM & RANCH LISTING**

##### **Mandatory MINIMUM REQUIRED:**

- ☐ MLS Print Out Showing Status "A" Subagent should show 0% (Print the agent view as a PDF then upload)
- ☐ TXR 2501 / TREC IABS 1-0 Seller:Information About Brokerage Services
- ☐ TXR 1201 Farm & Ranch Real Estate Listing Agreement Exclusive Right to Sell
- ☐ TXR 1406 Seller's Disclosure Notice
- ☐ TXR 1407 Information About On-Site Sewer Facility (Septic Disclosure)
- ☐ LPT Wire Fraud Alert OR TXR 2517 Wire Fraud Notice
- ☐ LPT Realty Affiliated Business Arrangement Disclosure Statement (ABA)
- ☐ CMA (Comparative Market Analysis)
- ☐ Survey
- ☐ Tax Information Sheet (This is easily found on the county appraisal district's website)

- ☐ LPT Sales Disclosure - TX
- ☐ LPT Commission Intake Form

**Once Under Contract:**

- ☐ TXR 1707 / TREC 25-15 Farm and Ranch Contract
- ☐ Receipted Earnest Money Deposit
- ☐ MLS Printout Pending
- ☐ Survey

Any other contract addenda are required if noted on the contract.

**NEW BUILD:**

**Mandatory MINIMUM REQUIRED:**

- ☐ MLS Print Out Showing Status "A" Subagent should show 0% (Print the agent view as a PDF then upload)
- ☐ (TXR 2501 OR TREC IABS 1-0) Seller:Information About Brokerage Services
- ☐ TXR 1101 Residential Real Estate Listing Agreement Exclusive Right to Sell
- ☐ LPT Wire Fraud Alert OR TXR 2517 Wire Fraud Notice
- ☐ LPT Realty Affiliated Business Arrangement Disclosure Statement (ABA)
- ☐ CMA (Comparative Market Analysis)
- ☐ LPT Sales Disclosure - TX
- ☐ LPT Commission Intake Form

**Once Under Contract:**

- ☐ New Build Contract OR New Home Contract Completed Construction (TXR 1604)
- ☐ MLS Printout (under contract)
- ☐ Earnest money Receipt (if not attached to contract)

Any other contract addenda are required if noted on the contract.

**UNIMPROVED PROPERTY**

**Mandatory MINIMUM REQUIRED:**

- ☐ MLS Print Out Showing Status "A" Subagent should show 0%
- ☐ (TXR 2501 OR TREC IABS 1-0) Seller:Information About Brokerage Services
- ☐ TXR 1101 Residential Real Estate Listing Agreement Exclusive Right to Sell
- ☐ LPT Wire Fraud Alert OR TXR 2517 Wire Fraud Notice
- ☐ LPT Realty Affiliated Business Arrangement Disclosure Statement (ABA)
- ☐ CMA (Comparative Market Analysis)
- ☐ Tax Information Sheet (This is easily found on the county appraisal district's website)
- ☐ LPT Sales Disclosure - TX
- ☐ Survey
- ☐ LPT Commission Intake Form

**Once Under Contract, the following items are required/if applicable:**

- ☐ TXR 1607 Unimproved Property Contract
- ☐ MLS printout (under contract)

☐ Receipted Earnest Money

Any other contract addenda are required if noted on the contract.

## **LEASES**

### **MINIMUM REQUIRED:**

- ☐ MLS Print Out Showing Status "A" Subagent should show 0%
  - ☐ (TXR 2501 OR TREC IABS 1-0) Seller: Information About Brokerage Services
  - ☐ TXR 1102 Residential Real Estate Listing Agreement Exclusive Right to List
  - ☐ LPT Wire Fraud Alert OR TXR 2517 Wire Fraud Notice
  - ☐ LPT Realty Affiliated Business Arrangement Disclosure Statement (ABA)
  - REMINDER: Sales Agents should NOT run background/application checks for the landlord
  - ☐ LPT Realty External Leasing Invoice
  - ☐ CMA (Comparative Market Analysis)
  - ☐ Lease
  - ☐ LPT Commission Intake Form
- Residential Lease and any Addenda

### **If Applicable:**

- ☐ TXR 1404 Amendment that's signed, dated, with execution date.
  - ☐ TXR 2008 Addendum for Disclosure of Lead Based Paint (if built before 1978)
- Be sure and upload the Lead Base Paint Consumer Pamphlet to the MLS
- ☐ TXR 1411 Keybox Authorization by Tenant

### **Additional Documents/Disclosures:**

- ☐ Seller's Net Sheet Signed by the seller (best to do this prior to going live on the market)
- ☐ If listing agreement shows it is to be put in the MLS then it needs to be input into the MLS no matter how quickly you get it under contract.
- ☐ Registration Agreement Between Broker and Owner

### **LISTING TERMINATIONS:**

- ☐ TXR 1410 Listing Termination Agreement - Create a ticket in Connect to withdraw from MLS

### **IF APPLICABLE ON ANY OF THE LISTING FILES:**

- ☐ TXR 1906 Addendum for Seller's Disclosure of Lead Based Paint (if built before 1978)
- ☐ Be sure and upload the Lead Base Paint Consumer Pamphlet to the MLS
- ☐ TXR 1407 Information About On-Site Sewer Facility-(Septic Disclosure)
- ☐ TXR 1905 Addendum for Reservation of Oil, Gas & Other Minerals (ONLY if seller is reserving rights)
- ☐ As the listing agent be sure and ask about Mineral and disclose if the seller does not own them
- ☐ MUD Disclosure (if applicable) Usually found online or from the title company - upload to MLS
- ☐ TXR 1907 Residential Real Property Affidavit (T47)- Not needed if new survey is ordered. MUST be notarized as soon as possible, reject this if it is not notarized.
- ☐ TXR 1404 Listing Amendments for extensions and price changes.
- ☐ TXR 1917 Environmental Assessment, Threatened or Endangered Species

## **SALES FILES:**

### **RESIDENTIAL RESALE CONTRACTS:**

#### **Mandatory MINIMUM REQUIRED:**

- ☐ MLS Print Out (showing a Option/Pending Status as appropriate)
  - ☐ TXR 1601 One to Four Family Residential Contract (Resale)
  - ☐ Earnest Money & Option Money Receipted Page (Both receipted)
  - ☐ TXR 1901 Third Party Finance Addendum
  - ☐ TXR 1406 Seller's Disclosure
  - ☐ CMA (Comparative Market Analysis)
  - ☐ Survey
  - ☐ TXR 1907 Residential Real Property Affidavit T-47 (if a new survey is available, this is not a requirement)
  - ☐ Pre-approval Letter or Proof of Funds
- Any other addenda noted in the contract are required.

#### Buyer Representation:

- ☐ LPT Wire Fraud Alert OR TXR 2517 Wire Fraud Notice
- ☐ LPT Realty Affiliated Business Arrangement Disclosure Statement (ABA)
- ☐ TXR 1501 Residential Buyer/Tenant Representation Agreement
- ☐ TXR 2501 / TREC IABS 1-10 Buyer: Information About Brokerage Services
- ☐ LPT Sales Disclosure - TX
- ☐ LPT Commission Intake Form

### **NEW BUILD:**

#### **Mandatory MINIMUM REQUIRED:**

- ☐ TXR 1603 or TXR 1604 New Home Contract (Incomplete Construction OR Completed Construction)
- ☐ TXR 1901 Third Party Finance Addendum
- ☐ Earnest Money & Option Money Receipted Page (Both Receipted)

#### **OR**

- ☐ Builders Contract completely signed (financing is typically included in their contract so no third party financing addendum is needed)
- ☐ If Builders Contract then Builders Commission Agreement is required completely signed
- ☐ Receipted Earnest Money Deposit

- ☐ CMA (Comparative Market Analysis)
- ☐ Pre-approval Letter or Proof of Funds
- ☐ MLS Printout (under contract) IF applicable
- ☐ Buyer's Walk Through, Confirmation and Acceptance Form (this does not hold up the DA)

#### If you represent the buyer you'll need:

- ☐ TXR 1501 Residential Buyer/Tenant Representation Agreement
- ☐ LPT Wire Fraud Alert OR TXR 2517 Wire Fraud Notice
- ☐ LPT Realty Affiliated Business Arrangement Disclosure Statement (ABA)
- ☐ TXR 2501 / TREC IABS 1-10 Buyer: Information About Brokerage Services
- ☐ LPT Sales Disclosure - TX
- ☐ LPT Commission Intake Form

**FARM & RANCH SALES CONTRACTS:****Mandatory MINIMUM REQUIRED:**

- ☐ MLS Print Out Showing Status "Option/Pending"
- ☐ TXR 1701 / TREC 25-15 Farm & Ranch Contract
- ☐ Earnest money and Option money Receipted page (Both Receipted)
- ☐ TXR 1406 Seller's Disclosure Notice
- ☐ TXR 1407 Information About On-Site Sewer Facility (Septic Disclosure if Septic on Property)
- ☐ Pre-approval Letter or Proof of Funds
- ☐ CMA (Comparative Market Analysis)

If you represent the buyer you'll need:

- ☐ TXR 1501 Residential Buyer/Tenant Representation Agreement
- ☐ LPT Wire Fraud Alert OR TXR 2517 Wire Fraud Notice
- ☐ LPT Realty Affiliated Business Arrangement Disclosure Statement (ABA)
- ☐ TXR 2501 / TREC IABS 1-10 Buyer: Information About Brokerage Services
- ☐ LPT Sales Disclosure - TX
- ☐ LPT Commission Intake Form

**UNIMPROVED PROPERTY****Mandatory MINIMUM REQUIRED:**

- ☐ MLS Print Out Showing Status "Option/Pending"
- ☐ TXR 1607 Unimproved Property Contract
- ☐ Earnest money & Option money Receipted Page (Both Receipted)
- ☐ TXR 1901 Third Party Finance Addendum (if applicable)
- ☐ CMA (Comparative Market Analysis)
- ☐ Pre-approval Letter or Proof of Funds
- ☐ Survey

Any other addenda noted in the contract are required.

If you represent the buyer you'll need:

- ☐ TXR 1501 Residential Buyer/Tenant Representation Agreement
- ☐ LPT Wire Fraud Alert OR TXR 2517 Wire Fraud Notice
- ☐ LPT Realty Affiliated Business Arrangement Disclosure Statement (ABA)
- ☐ TXR 2501 / TREC IABS 1-10 Buyer: Information About Brokerage Services
- ☐ LPT Sales Disclosure - TX
- ☐ LPT Commission Intake Form

**COMMERCIAL Listing or Purchase CONTRACTS:**

☐ Commercial Real Estate Listing Agreement Exclusive Right to Sell (TXR 1301)  
OR

☐ Commercial Buyer/Tenant Representation Agreement (TXR 1502)

- ☐ Commercial Contract (With required addenda)
- ☐ LPT Wire Fraud Alert OR TXR 2517 Wire Fraud Notice
- ☐ LPT Realty Affiliated Business Arrangement Disclosure Statement (ABA)
- ☐ LPT Sales Disclosure - TX
- ☐ LPT Commission Intake Form
- ☐ Information about Brokerage Services TXR 2501 / TREC IABS 1-10

**LEASE CONTRACTS:**

- ☐ MLS Print Out if applicable
- ☐ TXR 1501 Residential Buyer/Tenant Representation Agreement
- ☐ TXR 2501 Information About Brokerage Services
- ☐ LPT Wire Fraud Alert OR TXR 2517 Wire Fraud Notice
- ☐ LPT Realty Affiliated Business Arrangement Disclosure Statement (ABA)
- ☐ LPT Lease Invoice filled out (Accounting requires this so they know how to apply the funds)
- ☐ Intermediary Notice is required if you represent Landlord & Tenant (See Intermediary notes)
- ☐ Lease
- ☐ CMA (Comparative Market Analysis)

**IF ANY SALES CONTRACT IS A FOR SALE BY OWNER (FSBO):**

- ☐ TXR 2401 Registration Between Broker and Owner
- ☐ TXR 2501 / TREC IABS 1-10 Information About Brokerage Services -initialed by seller
- ☐ TXR 2517 Wire Fraud Notice -signed by seller
- ☐ TXR 1417 Representation Disclosure (if this is not provided, we must have an email chain showing the seller understands they are unrepresented and can seek representation at any time)  
(you will need these items on top of the normal buyer representation documents)

**UNREPRESENTED BUYERS (On any file where the buyer or tenant has no representation)**

- ☐ TXR 2501 Information About Brokerage Services - initiated by the buyers
- ☐ TXR 2517 Wire Fraud Notice OR LPT Realty Wire Fraud Alert - signed by buyer
- ☐ TXR 1417 Representation Disclosure (if this is not provided, we must have an email chain showing the seller understands they are unrepresented and can seek representation at any time)

**AFTER Closing:**

- ☐ TXR1925 Buyer's Walk-Through & Acceptance (upload with the closing disclosure)
- ☐ Closing Disclosure - Signed that shows ALL payments disbursed – uploaded within 48 after closing

**SALES CONTRACT TERMINATIONS:**

- ☐ TXR 1902 Notice of Buyer's Termination
- ☐ TXR 1904 Release of Earnest Money signed by all parties. Agents are authorized to sign for the broker

**If Applicable On Any of the Sales Files:**

- ☐ TXR 1906 Addendum for Seller's Disclosure of Lead Based Paint (if built before 1978)
- ☐ Be sure and upload the Lead Base Paint Consumer Pamphlet to the MLS
- ☐ TXR 1922 Addendum for Property Subject to Mandatory Membership in an HOA
- ☐ TXR 1924 Non Realty Addendum
- ☐ **TXR 1409 Intermediary Relationship Notice**
  - Required if other agent is an LPT agent, then Broker does appoint
  - Required if you have a signed listing agreement, and a signed buyer rep agreement AND you have approval from your Managing Broker. This is Intermediary without appointments.
- ☐ TXR 1917 Environmental Assessment, Threatened or Endangered Species
- ☐ TXR 1905 Addendum for Reservation of Oil, Gas & Other Minerals (ONLY if seller is reserving rights)
- ☐ TXR 1903 Amendment (Signed / Initialed / Dated / Execution Date)
- ☐ Survey (if providing one also get a T-47 Signed & notarized)

- ❑ TXR 1907 Residential Real Property Affidavit (T47) (New survey doesn't require this)
- ❑ MUD Disclosure (if applicable) Usually found online or from the title company
- ❑ W-9 (Required for referrals & relocations)
- ❑ Referral Agreement (This includes Op City and other third party referral companies)
- ❑ Any other Misc Addenda or documents relevant to the transaction
- ❑ TXR 1945 Notice of Withdrawal of Offer
- ❑ TXR 1948 Addendum Concerning Right to Terminate Due to Lender's Appraisal