



## PRINCE GEORGE'S COUNTY, MD (10/24)

### Listing Checklist

Notes

- ☐ Bright MLS Full Listing Printout (or Bright Office Exclusive form (06/24))
- ☐ MLS Disclosures and Residential Seller/Landlord Options (08/14/24)
- ☐ MR Exclusive Right to Sell Residential Brokerage Agreement (10/24)
- ☐ MR Financial Condition of Property Disclosure Addendum to Exclusive Right to Sell (10/18)
- ☐ MR—Lock Box Addendum to Exclusive Right to Sell Residential Brokerage Agreement (10/21)
- ☐ PGCAR #1302—Disclosure and Notice Addendum (07/24)
- ☐ MREC—MD Residential Property Disclosure and Disclaimer Statement (unless REO or Estate sale) (07/18)
- ☐ MR—Disclosure of Inclusions/Exclusions, Leased Items, and Utilities Addendum (1/23)
- ☐ MR—Notice of Buyer's Rights Disclosure (unless REO or Estate sale) (01/23)
- ☐ MREC—Consent for Dual Agency (10/19)
- ☐ Affiliated Business Arrangement Disclosure (KWCP form) (11/22)
- ☐ Home Warranty & Insurance Disclosure— Seller (KWCP form) (06/22)
- ☐ MR—MD Lead Poisoning Prevention Program Disclosure (for homes built prior to 1978) (10/17)
- ☐ MR—Federal Lead Paint Disclosure (for homes built prior to 1978) (10/17)
- ☐ MR—HOA Act Notice to Buyer—RESALE (01/23)
- ☐ MR—Condo Resale Notice (10/24)
- ☐ MR—Short Sale Addendum to Exclusive Right to Sell (10/17)

### Buyer Checklist

Notes

- ☐ MLS Disclosures and Residential Seller/Landlord Options (08/14/24)
- ☐ MR—Exclusive Buyer/Tenant Representation Agreement (08/24)
- ☐ MR—Consumer Notice to Buyers of Residential Real Estate in Maryland (10/23)
- ☐ MREC—Consent for Dual Agency (10/19)
- ☐ Affiliated Business Arrangement Disclosure (KWCP form) (11/22)
- ☐ Home Warranty & Insurance Disclosure— Buyer (KWCP form) (due when there is a ratified contract)(06/22)

### Sales Contract Checklist

Notes

- ☐ Bright MLS Full Listing Printout
- ☐ MR—Residential Contract of Sale (10/24)
- ☐ PGCAR #1302—Disclosure and Notice Addendum (07/24)
- ☐ MREC—MD Residential Property Disclosure and Disclaimer Statement (unless REO or Estate sale) (07/18)
- ☐ MR—Disclosure of Inclusions/Exclusions, Leased Items, and Utilities Addendum (unless REO or Estate sale) (1/23)
- ☐ MR—Notice of Buyer's Rights Disclosure (unless REO or Estate sale) (01/23)
- ☐ MR - Listing Broker's Offer of Cooperative Compensation (08/24)(required if cooperative compensation is being offered)
- ☐ Lender Letter (unless a cash deal)
- ☐ EMD or EMD Confirmation (Required when Escrow Agreement is not applicable)
- ☐ MR - Escrow Agreement between Buyer/Seller and Escrow Agent (10/23)(if the title company holds the EMD)
- ☐ MR—MD Lead Poisoning Prevention Program Disclosure (for homes built prior to 1978) (10/17)
- ☐ MR—Federal Lead Paint Disclosure (for homes built prior to 1978) (10/17)
- ☐ Affiliated Business Arrangement Disclosure (11/22) - Signed by Buyer (if buyer not KWCP, then only if KVS title co)
- ☐ MREC—Understanding Whom Real Estate Agents Represent (10/19) (when buyer/seller are not represented with a signed client agreement)
- ☐ Local Board Addendum of Clauses
- ☐ MR—Property Inspections Addendum (10/23)
- ☐ MR—Conventional Financing Addendum (1/23)
- ☐ MR—VA Financing Addendum (10/24)
- ☐ MR—FHA Financing Addendum (1/23)
- ☐ MR—Condominium Resale Notice (10/24)
- ☐ MR—HOA Act Notice to Buyer—RESALE (01/23)
- ☐ MR—Short Sale Addendum (10/17)
- ☐ Other Addendums, as necessary—some transactions may require more disclosures, based on the property and/or the buyer/seller