

		COMPLIANCE
MONTGOMERY COUNTY, MD (02/25)		
Listing Checklist		
		Notes
<input type="checkbox"/>	Bright MLS Full Listing Printout (or Bright Office Exclusive form (06/24))	
<input type="checkbox"/>	MLS Disclosures and Residential Seller/Landlord Options (08/14/24)	
<input type="checkbox"/>	Listing Agreement for Improved Real Property GCAAR #910 (02/25)	
<input type="checkbox"/>	Montgomery County Jurisdictional Addendum to the Listing Agreement GCAAR #909 (02/20)	
<input type="checkbox"/>	MD Residential Property Disclosure & Disclaimer Statement GCAAR #912 (unless REO or Estate sale) (10/19)	
<input type="checkbox"/>	Inclusions/Exclusions Disclosure GCAAR #911(07/20)	
<input type="checkbox"/>	Notice of Buyer's Rights Disclosure GCAAR #1342 (unless REO or Estate sale) (03/16)	
<input type="checkbox"/>	Regulations, Easements, & Assessments Addendum (REA) GCAAR #900 (10/24)	
<input type="checkbox"/>	Current Tax Bill (for instructions, see REA page 4, section 12)	
<input type="checkbox"/>	Estimated Property Tax (for instructions, see REA page 4, section 12)	
<input type="checkbox"/>	Subdivision Plat (for instructions, see REA page 5, section 14)	
<input type="checkbox"/>	Utility Cost & Usage History Form GCAAR #932 (03/11)	
<input type="checkbox"/>	Consent for Dual Agency GCAAR #1004 (10/19)	
<input type="checkbox"/>	Affiliated Business Arrangement Disclosure (KWCP form) (11/22)	
<input type="checkbox"/>	Home Warranty & Insurance Disclosure– Seller (KWCP form) (06/22)	
<input type="checkbox"/>	MD Lead Poisoning Prevention Disclosure GCAAR #908 (for homes built prior to 1978) (01/15)	
<input type="checkbox"/>	Federal Lead Paint Disclosure GCAAR #907A (for homes built prior to 1978) (02/16)	
<input type="checkbox"/>	Condo Disclosure and Resale Addendum for Maryland GCAAR #922 (02/25)	
<input type="checkbox"/>	Coop Disclosure and Resale Addendum GCAAR #924 (02/25)	
<input type="checkbox"/>	HOA Disclosure and Resale Addendum for Maryland GCAAR #904 (02/25)	
<input type="checkbox"/>	Short Sale Addendum to the Listing Agreement GCAAR #930 (10/08)	
<input type="checkbox"/>	Other Addendums, as necessary—some transactions may require more disclosures, based on the property and/or the buyer/seller	
Buyer Checklist		
		Notes
<input type="checkbox"/>	MLS Disclosures and Residential Seller/Landlord Options (08/14/24)	
<input type="checkbox"/>	Buyer Agency Agreement GCAAR #1341 (10/24)	
<input type="checkbox"/>	Consent for Dual Agency GCAAR #1004 (10/19)	
<input type="checkbox"/>	Affiliated Business Arrangement Disclosure (KWCP form) (11/22)	
<input type="checkbox"/>	Home Warranty & Insurance Disclosure– Buyer (KWCP form) (due when there is a ratified contract)(06/22)	
Sales Contract Checklist		
		Notes
<input type="checkbox"/>	Bright MLS Full Listing Printout (or Bright Office Exclusive form (06/24)), if listing brokerage	
<input type="checkbox"/>	GCAAR Sales Contract GCAAR #1301 (2/25) OR MR Sales Contract (10/24)	
<input type="checkbox"/>	MC Jurisdictional Addendum to the GCAAR Sales Contract GCAAR #1312 (unless REO) (10/24) OR MC Jurisdictional Addendum to the MAR Contract GCAAR #1322 (02/25)	
<input type="checkbox"/>	MD Residential Property Disclosure & Disclaimer Statement GCAAR #912 (unless REO or Estate sale) (10/19)	
<input type="checkbox"/>	Inclusions/Exclusions Disclosure GCAAR #911(07/20)	
<input type="checkbox"/>	Notice of Buyer's Rights Disclosure GCAAR #1342 (unless REO or Estate sale) (03/16)	
<input type="checkbox"/>	Regulations, Easements, & Assessments Addendum (REA) GCAAR #900 (10/24)	
<input type="checkbox"/>	Current Tax Bill (for instructions, see REA page 4, section 12)	
<input type="checkbox"/>	Estimated Property Tax (for instructions, see REA page 4, section 12)	
<input type="checkbox"/>	Subdivision Plat (for instructions, see REA page 5, section 14)	
<input type="checkbox"/>	Utility Cost & Usage History Form GCAAR #932 (03/11)	
<input type="checkbox"/>	Addendum for Seller to Pay Buyer Broker Compensation GCAAR #1302 (07/24) (if GCAAR contract & seller is paying buyer broker) OR MR - Listing Broker's Offer of Cooperative Compensation (08/24) (if MR contract is used and seller is paying buyer broker)	
<input type="checkbox"/>	Lender Letter (unless a cash deal)	
<input type="checkbox"/>	EMD or EMD Confirmation (Required when Escrow Agreement is not applicable)	
<input type="checkbox"/>	Escrow Agreement between Buyer, Seller, and Non-Broker Escrow Agent GCAAR #1367 (when title company is holding escrow) (10/24)	
<input type="checkbox"/>	MD Lead Poisoning Prevention Program Disclosure GCAAR #908 (for homes built prior to 1978) (01/15)	
<input type="checkbox"/>	Federal Lead Paint Disclosure GCAAR #907A (for homes built prior to 1978) (02/16)	
<input type="checkbox"/>	Radon Results (unless REO/Estate/Condo or Barnesville/Rockville/Kensington/Poolesville)	
<input type="checkbox"/>	Affiliated Business Arrangement Disclosure (11/22) - Signed by Buyer (if buyer not KWCP, then only if KVS title co)	
<input type="checkbox"/>	Understanding Whom Real Estate Agents Represent GCAAR #1003 (10/19) (when buyer/seller are not represented with a signed client agreement)	
<input type="checkbox"/>	Addendum of Clauses-A GCAAR #1332 (10/23)	
<input type="checkbox"/>	Addendum of Clauses-B GCAAR #1339 (10/24)	
<input type="checkbox"/>	Conventional Financing Addendum GCAAR #1352 (02/25)	
<input type="checkbox"/>	VA Financing Addendum GCAAR #1338 (07/22)	
<input type="checkbox"/>	FHA Financing Addendum GCAAR #1330 (07/22)	
<input type="checkbox"/>	City of Takoma Park Disclosure GCAAR #1357 (Required for all properties in Takoma Park) (02/16)	
<input type="checkbox"/>	Condo Disclosure and Resale Addendum for Maryland GCAAR #922 (02/25)	
<input type="checkbox"/>	Coop Disclosure and Resale Addendum GCAAR #924 (02/25)	
<input type="checkbox"/>	HOA Disclosure and Resale Addendum for Maryland GCAAR #904 (02/25)	
<input type="checkbox"/>	Tenancy Addendum for Montgomery County GCAAR #1383 (02/23)(required when tenancy exists per #4 the MC Jurisdictional Addendum to the sales contract)	
<input type="checkbox"/>	Short Sale Addendum to the Sales Contract GCAAR #1362 (10/24)	
<input type="checkbox"/>	Other Addendums, as necessary—some transactions may require more disclosures, based on the property and/or the buyer/seller	