



ANNE ARUNDEL COUNTY, MD (10/24)

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"/> MR Exclusive Right to Sell Residential Brokerage Agreement (10/24)	
<input type="checkbox"/> MR Financial Condition of Property Disclosure Addendum to Exclusive Right to Sell (10/18)	
<input type="checkbox"/> MR—Lock Box Addendum to Exclusive Right to Sell Residential Brokerage Agreement (10/21)	
<input type="checkbox"/> AACAR #S-1053—Anne Arundel County Required Notices (09/18)	
<input type="checkbox"/> MREC—MD Residential Property Disclosure and Disclaimer Statement (unless REO or Estate sale) (07/18)	
<input type="checkbox"/> MR—Disclosure of Inclusions/Exclusions, Leased Items, and Utilities Addendum (1/23)	
<input type="checkbox"/> MR—Notice of Buyer's Rights Disclosure (unless REO or Estate sale)(01/23)	
<input type="checkbox"/> MREC—Consent for Dual Agency (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"/> MR—MD Lead Poisoning Prevention Program Disclosure (for homes built prior to 1978) (10/17)	
<input type="checkbox"/> MR—Federal Lead Paint Disclosure (for homes built prior to 1978) (10/17)	
<input type="checkbox"/> MR—HOA Act Notice to Buyer—Resale (01/23)	
<input type="checkbox"/> MR—Condo Resale Notice (10/24)	
<input type="checkbox"/> MR—Short Sale Addendum to Exclusive Right to Sell (10/17)	



Buyer Checklist

	Notes
<input type="checkbox"/> MLS Disclosures and Residential Seller/Landlord Options (08/14/24)	
<input type="checkbox"/> MR—Exclusive Buyer/Tenant Representation Agreement (08/24)	
<input type="checkbox"/> MR—Consumer Notice to Buyers of Residential Real Estate in Maryland (10/23)	
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<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	
<input type="checkbox"/> MR—Residential Contract of Sale (10/24)	
<input type="checkbox"/> AACAR #S-1053—Anne Arundel County Required Notices (09/18)	
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<input type="checkbox"/> MR - Listing Broker's Offer of Cooperative Compensation (08/24)(required if cooperative compensation is being offered)	
<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"/> MR - Escrow Agreement between Buyer/Seller and Escrow Agent (10/23)(if the title company holds the EMD)	
<input type="checkbox"/> MR—MD Lead Poisoning Prevention Program Disclosure (for homes built prior to 1978) (10/17)	
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<input type="checkbox"/> MREC—Understanding Whom Real Estate Agents Represent (10/19) (when buyer/seller are not represented with a signed client agreement)	
<input type="checkbox"/> Local Board Addendum of Clauses	
<input type="checkbox"/> MR—Property Inspections Addendum (10/23)	
<input type="checkbox"/> MR—Conventional Financing Addendum (1/23)	
<input type="checkbox"/> MR—VA Financing Addendum (10/24)	
<input type="checkbox"/> MR—FHA Financing Addendum (1/23)	
<input type="checkbox"/> MR—HOA Act Notice to Buyer—Resale (01/23)	
<input type="checkbox"/> MR—Condo Resale Notice (10/24)	
<input type="checkbox"/> MR—Short Sale Addendum (10/17)	
<input type="checkbox"/> MR—Property Subject to Ground Rent Addendum (10/17)	
<input type="checkbox"/> Other Addendums, as necessary—some transactions may require more disclosures, based on the property and/or the buyer/seller	

	KELLER WILLIAMS. CAPITAL PROPERTIES	
BALTIMORE CITY/COUNTY, MD (10/24)		
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<input type="checkbox"/>	MR—Lock Box Addendum to Exclusive Right to Sell Residential Brokerage Agreement (10/21)	
<input type="checkbox"/>	GBBR #1600—Baltimore County Notice and Disclosure Addendum (Baltimore County only)(09/21)	
<input type="checkbox"/>	BC001—Baltimore City Notices & Disclosures Addendum (if City of Baltimore)	
<input type="checkbox"/>	MREC—MD Residential Property Disclosure and Disclaimer Statement (unless REO or Estate sale) (07/18)	
<input type="checkbox"/>	MR—Disclosure of Inclusions/Exclusions, Leased Items, and Utilities Addendum (1/23)	
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Sales Contract Checklist		
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<input type="checkbox"/>	MR—Residential Contract of Sale (10/24)	
<input type="checkbox"/>	GBBR #1600 – Baltimore County Notices and Disclosures Addendum (if Baltimore County)(09/21)	
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<input type="checkbox"/>	MREC—MD Residential Property Disclosure and Disclaimer Statement (unless REO or Estate sale) (07/18)	
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 KELLERWILLIAMS. CAPITAL PROPERTIES		
CALVERT/CHARLES/ST MARYS COUNTIES, MD (10/24)		
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<input type="checkbox"/>	MR—Lock Box Addendum to Exclusive Right to Sell Residential Brokerage Agreement (10/21)	
<input type="checkbox"/>	SMAR #135 – Real Estate Transfer Disclosure/Right to Farm Ordinance (06/16)	
<input type="checkbox"/>	MREC—MD Residential Property Disclosure and Disclaimer Statement (unless REO or Estate sale) (07/18)	
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<input type="checkbox"/>	MR—Notice and Disclosure of Deferred Water and Sewer Charges (10/17)	
<input type="checkbox"/>	SMAR #308 - Fair Share School Construction Excise Tax Notice (02/16) (Charles County homes built after July 1, 2003)	
<input type="checkbox"/>	MR—HOA Act Notice to Buyer—Resale (01/23)	
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<input type="checkbox"/> MR—Lock Box Addendum to Exclusive Right to Sell Residential Brokerage Agreement (10/21)	
<input type="checkbox"/> CCAR #2001—Carroll County Notices and Disclosure Addendum (07/23)	
<input type="checkbox"/> MREC—MD Residential Property Disclosure and Disclaimer Statement (unless REO or Estate sale) (07/18)	
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FREDERICK COUNTY, MD (10/24)	
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<input type="checkbox"/> Frederick County Notices and Disclosures (10/21)	
<input type="checkbox"/> City of Frederick Disclosure Statement (if City of Frederick) (01/21)	
<input type="checkbox"/> MREC—MD Residential Property Disclosure and Disclaimer Statement (unless REO or Estate sale) (07/18)	
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GARRETT COUNTY, MD (10/24)

Listing Checklist

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- ☐ Bright MLS Full Listing Printout
- ☐ MR—Residential Contract of Sale (10/24)
- ☐ GBOR #400—Garrett County Notices and Disclosure Addendum (2017)
- ☐ 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) (01/23)
- ☐ 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—Notice and Disclosure of Deferred Water and Sewer Charges (10/17)
- ☐ MR—Conventional Financing Addendum (01/23)
- ☐ MR—VA Financing Addendum (10/24)
- ☐ MR—FHA Financing Addendum(01/23)
- ☐ 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



HARFORD 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)
- ☐ Harford County Notices Addendum (10/18)
- ☐ 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—Notice and Disclosure of Deferred Water and Sewer Charges (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)
- ☐ Harford County Notices Addendum (10/18)
- ☐ 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—Notice and Disclosure of Deferred Water and Sewer Charges (10/17)
- ☐ 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



HOWARD COUNTY, MD (10/24)

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"/> MR Exclusive Right to Sell Residential Brokerage Agreement (10/24)	
<input type="checkbox"/> MR Financial Condition of Property Disclosure Addendum to Exclusive Right to Sell (10/18)	
<input type="checkbox"/> MR—Lock Box Addendum to Exclusive Right to Sell Residential Brokerage Agreement (10/21)	
<input type="checkbox"/> HCAR #1201—Howard County Notice and Disclosure Addendum (06/20)	
<input type="checkbox"/> MREC—MD Residential Property Disclosure and Disclaimer Statement (unless REO or Estate sale) (07/18)	
<input type="checkbox"/> MR—Disclosure of Inclusions/Exclusions, Leased Items, and Utilities Addendum (1/23)	
<input type="checkbox"/> MR—Notice of Buyer's Rights Disclosure (unless REO or Estate sale) (01/23)	
<input type="checkbox"/> MREC—Consent for Dual Agency (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"/> MR—MD Lead Poisoning Prevention Program Disclosure (for homes built prior to 1978) (10/17)	
<input type="checkbox"/> MR—Federal Lead Paint Disclosure (for homes built prior to 1978) (10/17)	
<input type="checkbox"/> MR—Notice and Disclosure of Deferred Water and Sewer Charges (10/17)	
<input type="checkbox"/> MR—HOA Act Notice to Buyer—Resale (01/23)	
<input type="checkbox"/> HCAR #1202—Columbia Covenant Compliance Addendum (if Columbia HOA) (06/12)	
<input type="checkbox"/> MR—Condo Resale Notice (10/24)	
<input type="checkbox"/> MR—Short Sale Addendum to Exclusive Right to Sell (10/17)	

Buyer Checklist

	Notes
<input type="checkbox"/> MLS Disclosures and Residential Seller/Landlord Options (08/14/24)	
<input type="checkbox"/> MR—Exclusive Buyer/Tenant Representation Agreement (08/24)	
<input type="checkbox"/> MR—Consumer Notice to Buyers of Residential Real Estate in Maryland (10/23)	
<input type="checkbox"/> MREC—Consent for Dual Agency (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	
<input type="checkbox"/> MR—Residential Contract of Sale (10/24)	
<input type="checkbox"/> HCAR #1201—Howard County Notice and Disclosure Addendum (06/20)	
<input type="checkbox"/> MREC—MD Residential Property Disclosure and Disclaimer Statement (unless REO or Estate sale) (07/18)	
<input type="checkbox"/> MR—Disclosure of Inclusions/Exclusions, Leased Items, and Utilities Addendum (unless REO or Estate sale) (1/23)	
<input type="checkbox"/> MR—Notice of Buyer's Rights Disclosure (unless REO or Estate sale) (01/23)	
<input type="checkbox"/> MR - Listing Broker's Offer of Cooperative Compensation (08/24)(required if cooperative compensation is being offered)	
<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"/> MR - Escrow Agreement between Buyer/Seller and Escrow Agent (10/23)(if the title company holds the EMD)	
<input type="checkbox"/> MR—MD Lead Poisoning Prevention Program Disclosure (for homes built prior to 1978) (10/17)	
<input type="checkbox"/> MR—Federal Lead Paint Disclosure (for homes built prior to 1978) (10/17)	
<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"/> MREC—Understanding Whom Real Estate Agents Represent (10/19) (when buyer/seller are not represented with a signed client agreement)	
<input type="checkbox"/> Local Board Addendum of Clauses	
<input type="checkbox"/> MR—Property Inspections Addendum (10/23)	
<input type="checkbox"/> MR—Notice and Disclosure of Deferred Water and Sewer Charges (10/17)	
<input type="checkbox"/> MR—Conventional Financing Addendum (1/23)	
<input type="checkbox"/> MR—VA Financing Addendum (10/24)	
<input type="checkbox"/> MR—FHA Financing Addendum(1/23)	
<input type="checkbox"/> MR—Condominium Resale Notice (10/24)	
<input type="checkbox"/> MR—HOA Act Notice to Buyer—Resale (01/23)	
<input type="checkbox"/> HCAR #1202—Columbia Covenant Compliance Addendum (if Columbia HOA) (06/12)	
<input type="checkbox"/> MR—Short Sale Addendum (10/17)	
<input type="checkbox"/> Other Addendums, as necessary—some transactions may require more disclosures, based on the property and/or the buyer/seller	



QUEEN ANNE'S/KENT/CAROLINE COUNTIES, MD (10/24)

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"/> MR Exclusive Right to Sell Residential Brokerage Agreement (10/24)	
<input type="checkbox"/> MR Financial Condition of Property Disclosure Addendum to Exclusive Right to Sell (10/18)	
<input type="checkbox"/> MR—Lock Box Addendum to Exclusive Right to Sell Residential Brokerage Agreement (10/21)	
<input type="checkbox"/> QA/Kent/Caroline Right to Farm Notice(01/13)	
<input type="checkbox"/> MREC—MD Residential Property Disclosure and Disclaimer Statement (unless REO or Estate sale) (07/18)	
<input type="checkbox"/> MR—Disclosure of Inclusions/Exclusions, Leased Items, and Utilities Addendum (1/23)	
<input type="checkbox"/> MR—Notice of Buyer's Rights Disclosure (unless REO or Estate sale) (01/23)	
<input type="checkbox"/> MREC—Consent for Dual Agency (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"/> MR—MD Lead Poisoning Prevention Program Disclosure (for homes built prior to 1978) (10/17)	
<input type="checkbox"/> MR—Federal Lead Paint Disclosure (for homes built prior to 1978) (10/17)	
<input type="checkbox"/> MR—Notice and Disclosure of Deferred Water and Sewer Charges (10/17)	
<input type="checkbox"/> MR—HOA Act Notice to Buyer—Resale (01/23)	
<input type="checkbox"/> MR—Condo Resale Notice (10/24)	
<input type="checkbox"/> MR—Short Sale Addendum to Exclusive Right to Sell (10/17)	

Buyer Checklist

	Notes
<input type="checkbox"/> MLS Disclosures and Residential Seller/Landlord Options (08/14/24)	
<input type="checkbox"/> MR—Exclusive Buyer/Tenant Representation Agreement (08/24)	
<input type="checkbox"/> MR—Consumer Notice to Buyers of Residential Real Estate in Maryland (10/23)	
<input type="checkbox"/> MREC—Consent for Dual Agency (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	
<input type="checkbox"/> MR—Residential Contract of Sale (10/24)	
<input type="checkbox"/> QA/Kent/Caroline Right to Farm Notice (may not be able to provide)	
<input type="checkbox"/> MREC—MD Residential Property Disclosure and Disclaimer Statement (unless REO or Estate sale) (07/18)	
<input type="checkbox"/> MR—Disclosure of Inclusions/Exclusions, Leased Items, and Utilities Addendum (unless REO or Estate sale) (1/23)	
<input type="checkbox"/> MR—Notice of Buyer's Rights Disclosure (unless REO or Estate sale) (01/23)	
<input type="checkbox"/> MR - Listing Broker's Offer of Cooperative Compensation (08/24)(required if cooperative compensation is being offered)	
<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"/> MR - Escrow Agreement between Buyer/Seller and Escrow Agent (10/23)(if the title company holds the EMD)	
<input type="checkbox"/> MR—MD Lead Poisoning Prevention Program Disclosure (for homes built prior to 1978) (10/17)	
<input type="checkbox"/> MR—Federal Lead Paint Disclosure (for homes built prior to 1978) (10/17)	
<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"/> MREC—Understanding Whom Real Estate Agents Represent (10/19) (when buyer/seller are not represented with a signed client agreement)	
<input type="checkbox"/> Local Board Addendum of Clauses	
<input type="checkbox"/> MR—Property Inspections Addendum (10/23)	
<input type="checkbox"/> MR—Notice and Disclosure of Deferred Water and Sewer Charges (10/17)	
<input type="checkbox"/> MR—Conventional Financing Addendum (1/23)	
<input type="checkbox"/> MR—VA Financing Addendum (10/24)	
<input type="checkbox"/> MR—FHA Financing Addendum (1/23)	
<input type="checkbox"/> MR—Condominium Resale Notice (10/24)	
<input type="checkbox"/> MR—HOA Act Notice to Buyer—Resale (01/23)	
<input type="checkbox"/> MR—Short Sale Addendum (10/17)	
<input type="checkbox"/> Other Addendums, as necessary—some transactions may require more disclosures, based on the property and/or the buyer/seller	

WASHINGTON 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)
- ☐ Washington Right to Farm Notice
- ☐ 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—Notice and Disclosure of Deferred Water and Sewer Charges (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)
- ☐ Washington Right to Farm Notice
- ☐ 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)
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- ☐ MR—Property Inspections Addendum (10/23)
- ☐ MR—Notice and Disclosure of Deferred Water and Sewer Charges (10/17)
- ☐ 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