

VIRGINIA (07/25)

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)
- Exclusive Right to Sell Listing Agreement NVAR #K1336 (01/25)
- DPOR Residential Property Disclosure Statement Acknowledgement (unless REO or Estate sale) (7/21)
- Useful Information About Real Estate Transactions NVAR #K1297 (07/16)
- Home Warranty & Insurance Disclosure– Seller (KWCP form) (06/22)
- Affiliated Business Arrangement Disclosure (KWCP form) (11/22)
- Federal Lead-based Paint Disclosure NVAR #K1034 (for homes built prior to 1978) (2008)
- Short Sale Addendum to the Exclusive Right to Sell Listing Agreement NVAR #K1350 (04/08)

Buyer Checklist

Notes

- MLS Disclosures and Residential Seller/Landlord Options (08/14/24)
- Exclusive Right to Represent Buyer NVAR #K1338 (01/25)
- Useful Information About Real Estate Transactions NVAR #K1297 (07/16)
- DPOR Residential Property Disclosure Statement (4 pages) (07/25)
- 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

- Bright MLS Full Listing Printout
- Residential Sales Contract NVAR #K1321 (07/25)
- DPOR Residential Property Disclosure Statement Acknowledgement (unless REO or Estate sale) (7/21)
- Lender Letter (unless a cash deal)
- EMD or EMD Confirmation
- Disclosure of Brokerage Relationship for Unrepresented Party(ies) NVAR #K1207 (08/24)
- Disclosure of Designated Agents NVAR #K1362 (08/24)
- Disclosure of Dual Agency NVAR #K1361 (08/24)
- Federal Lead-Based Paint Disclosure NVAR #K1034 (for homes built prior to 1978) (2008)
- Affiliated Business Arrangement Disclosure (11/22) - Signed by Buyer (if buyer not KWCP, then only if KVS title co)
- Home Inspection & Radon Testing Addendum NVAR #K1342 (07/24)
- Contingencies/Clauses Addendum NVAR #K1344 (07/24)
- Conventional Financing Addendum NVAR #K1359 (07/23)
- VA Financing Addendum NVAR #K1339 (07/23)
- FHA Financing Addendum NVAR #K1340 (07/23)
- Short Sale Contingency Addendum to the Regional Sales Contract NVAR #K1351 (07/24)
- Other Addendums, as necessary—some transactions may require more disclosures, based on the property and/or the buyer/seller