

Listing Under Contract Packet Checklist

****To help expedite payment of commissions, the documents listed below must be delivered to your broker or broker's assistant in order, via a single merged PDF packet, after funding & recording.****

Seller's Name(s): _____ **Contract ID:** _____

Property Address: _____

REQUIRED

- Commission Disbursement & Wire Instructions
**Complete the left-hand side, include your email address in the Agent Email field, then give title a copy and explain the procedures. Your paycheck depends on this!
- Listing Under Contract Packet Checklist
- Copy of MLS Listing
- Purchase & Sale Agreement (RE-21, 22, 23 or 24)
- RE-13 All Counter Offers in Numerical Order
- RE-11 All Addendums in Numerical Order
- RE-10 Inspection Contingency Notice
- Seller's Property Condition Disclosure (RE-25, 25A or 26)

Did you have any of these in your transaction?

- Lead Based Paint Disclosure
 - Referral Agreement
 - OpCity Referral Agreement
 - 80/20 Commission Reduction Form
 - Equity Agent Commission Share Agreement
 - RE-20 Notice to Terminate Contract and Release of Earnest Money
 - RE-27 Seller's Right to Continue to Market Property
 - RE-28 Broker's Intent to Offer Additional Services and/or Collect Compensation
 - RE-32 Multiple Counter Offer
 - RE-40 Fair Housing Advisory Multi-Family Housing
 - RE-42 Property Foreclosure Disclosure Form
 - RE-44 Short Sale Addendum
 - RE-50 Delayed Possession Rental Agreement
 - RE-51 Rental Agreement
- I certify all accepted, rejected and cancelled offers have been submitted.
**Must check this box, and any boxes above that apply to your transaction.

