

Buyer 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.****

Buyer'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!
- Buyer Packet Checklist
- Compliance Fee Form (If Applicable)
- Agency Disclosure Brochure Receipt
- RE-14 Buyer Representation Agreement
- Buyer Due Diligence Checklist
- Earnest Money Receipt of Delivery
- 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?

- | | |
|--|---|
| <input type="checkbox"/> Lead Based Paint Disclosure | <input type="checkbox"/> RE-20 Notice to Terminate Contract and Release of Earnest Money |
| <input type="checkbox"/> Inspection & Home Warranty Disclosure | <input type="checkbox"/> RE-27 Seller's Right to Continue to Market Property |
| <input type="checkbox"/> For Your Protection, Get Home Inspection (Required for FHA, IFHA) | <input type="checkbox"/> RE-28 Broker's Intent to Offer Additional Services and/or Collect Compensation |
| <input type="checkbox"/> Referral Agreement | <input type="checkbox"/> RE-29 Assignment of Buyer's Interest |
| <input type="checkbox"/> OpCity Referral Agreement | <input type="checkbox"/> RE-31 General Contractor's Disclosure Statement Notice |
| <input type="checkbox"/> 80/20 Commission Reduction Form | <input type="checkbox"/> RE-32 Multiple Counter Offer |
| <input type="checkbox"/> Equity Agent Commission Share Agreement | <input type="checkbox"/> RE-33 Promissory Note |
| <input type="checkbox"/> RE-12 Compensation Agreement with Seller | <input type="checkbox"/> RE-34 Escalation Notice |
| <input type="checkbox"/> RE-15 Compensation Agreement with Buyer | <input type="checkbox"/> RE-40 Fair Housing Advisory Multi-Family Housing |
| <input type="checkbox"/> RE-16A Broker Agreement Addendum | <input type="checkbox"/> RE-42 Property Foreclosure Disclosure Form |
| <input type="checkbox"/> RE-17 Financing Addendum and Disclosure Notice | <input type="checkbox"/> RE-44 Short Sale Addendum |
| <input type="checkbox"/> RE-18 Back-Up Addendum | <input type="checkbox"/> RE-50 Delayed Possession Rental Agreement |
| <input type="checkbox"/> RE-19 Pending Sale of Buyer's Property Contingency Addendum | <input type="checkbox"/> 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.**

