

**CENTURY 21 AMERICAN PROPERTIES
CLOSED FILE CHECKLIST**

PROPERTY ADDRESS: _____

LISTING AGENT

LISTING PAPERWORK

- ACTIVE MLS SHEET
- WORKING W/ REAL ESTATE AGENT TAB
- LISTING AGREEMENT
- PROPERTY DISCLOSURE
- 4 BEDROOM SEPTIC (IF APPLICABLE)
- LEAD BASE PAINT ADDEN (IF APPLICABLE)
- DUAL AGENCY FOR SELLER
- POA (IF APPLICABLE)
- JBOR LOCKBOX REQUEST
- COPY OF CMA
- COPY OF DEED
- COPY OF OUTGOING REFERRAL
- CONVERSATION NOTES

SALES PAPERWORK (IF LISTING AGENT)

- CLOSED MLS
- OFFER TO PURCHASE
- COMPENSATION DISCLOSURE (IF APP.)
- FHA/VA ADDENDUM (IF APPLICABLE)
- WDIR-100 ADDENDUM
- INSPECTIONS ADDENDUM (IF APPLICABLE)
- HOME WARRANTY TAB (IF APPLICABLE)
- PROPERTY DISCLOSURE
- LEAD BASE PAINT ADDENDUM (IF APPLICABLE)
- WORKING W/ REAL ESTATE AGENT TAB (IF APP)
- BUYERS AGENCY (IF APPLICABLE)
- DUAL AGENCY (IF APPLICABLE)
- COPY OF TAKE DOWN SIGN REQUEST
- ANY OTHER ADDENDUMS TO OFFER
- POA (IF APPLICABLE)
- COPY OF HOME INSPECTION
- COPY OF WDIR-100
- PRE CLOSING WALK THROUGH
- CONVERSATION NOTES
- HUD-1 SETTLEMENT STATEMENT
- COMMISSION CHECK
- COMMISSION CLAIM

BUYERS AGENT

SALES PAPERWORK

- CLOSED MLS
- OFFER TO PURCHASE
- COMPENSATION DISCLOSURE
- FHA/VA ADDENDUM (IF APP)
- WDIR ADDENDUM
- INSPECTIONS ADDENDUM
- HOME WARRANTY TAB
- PROPERTY DISCLOSURE
- 4 BEDROOM SEPTIC (IF APP)
- LEAD BASE PAINT (IF APP)
- WORKING W/ REAL ESTATE AGENT S
- BUYERS AGENCY
- DUAL AGENCY (F APP)
- ANY OTHER ADDENDUMS TO OFFER
- POA (IF APPLICABLE)
- COPY OF HOME INSPECTION
- PRE CLOSING WALK THROUGH
- CONVERSATION NOTES
- HUD-1 SETTLEMENT STATEMENT
- COMMISSION CHECK
- COMMISSION CLAIM

**BOLD & UNDERLINED ITEMS MANADATORY IF APPLICABLE IN ORDER TO BE PAID
MUST BE ORIGINALS**

I certify that all items checked above are enclosed in this file and all required items have been completed.

AGENT SIGNATURE

DATE

BROKER/MANAGER APPROVAL