



Commission Amount: _____

Deductions:

Company: _____

Agent: _____

PENDING CHECKLIST

MLS# _____

ADDRESS _____

AGENT: _____

Approval: _____

FROM AGENT: (Please check off & turn in with Purchaser Packet to Office Administrator)

- 1) Fully executed PURCHASE AGREEMENT (Original to Listing Agency) _____
- 2) Property Disclosure Addendum _____
- 3) **As-Is Addendum** _____
- 4) Mold Disclosure & Waiver _____
- 5) Agency Pamphlet _____
- 6) FHA "For Your Protection.... Form" (FHA Loans) _____
- 7) MLS Status change (Listing Agent) or MLS Sheet (Selling Agent) _____
- 8) Deposit Check _____
- 9) Deposit Note _____

AGENTS- PLEASE FILL OUT THIS SECTION COMPLETELY

Contract Date: _____

Est. Close Date: _____

GCC: _____

Sales Price: _____

Buyer Name: _____

Buyer Email: _____

In House Listing Yes No If No, Name of Listing Company: _____

OFFICE USE BELOW:

- 1) MLS Input (copy in file) _____
- 2) Activity Sheet _____
- 3) File Created _____

COMMENTS: _____

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