

RESIDENTIAL PURCHASE CHECKLIST:

****All files must be turned in within 48 hours of acceptance****

Property Address: _____

Property Type (condo/single family/townhome/commercial/income, etc): _____

REQUIRED DOCUMENTS (ALL TRANSACTIONS)

- AS-IS FAR/BAR Residential -or- NON As-Is Residential Contract (with escrow info)
- Seller Property Disclosure (Residential, Condo, Limited)
- Property Appraiser Summary Page Printout (or IMAPP or Realist)
- MLS Listing Broker Synopsis
- Dalton Wade Buyer Disclosure
- Wire Fraud Prevention Notice
- Energy Efficiency Brochure

REQUIRED DOCUMENTS (IF APPLICABLE)

1. Is this property part of a Homeowner Association?

- Yes – Homeowner Association Addendum required. Seller should provide..buyer has right walk away (until closing) until disclosure is provided.
- No

2. Is this property part of a Condominium Association?

- Yes – Condominium Association Addendum required. Seller should provide. Buyer has the right to review docs for 3 days.
- No

3. Is this property part of a Community Development District (CDD)?

- Yes – CDD Addendum required Seller should provide.
- No

4. Are there any other master or sub associations this property is a part of?

- Yes – explain _____
- No

5. Is the financing FHA or VA? (FHA and VA addendum includes an appraisal contingency)

- Yes – FHA----The FHA/VA Addendum is required
- Yes – VA----The FHA/VA Addendum is required and a WDO Inspection is required
- No

6. Is this property part of a 55+/62+ community?

- Yes – Housing For Older Persons Addendum required
- No

7. Is this property a short sale?

- Yes – Short Sale Addendum required
 No

8. Is this property bank owned?

- Yes
 No

9. Was this property built prior to 1978?

- Yes – Lead Based Paint Addendum and EPA Lead Paint Info Pamphlet required (except on 55+ and REO)
 No

10. Is the listing or selling licensee personally related to the buyer or seller or owner/part owner of the property?

- Yes – Licensee Interest Addendum required
 No

11. Is this purchase contingent upon sale of buyer property?

- Yes – Sale of Buyer Property Addendum required (you will need a copy of the contract)
 No

12. Is this purchase contingent upon appraised value?

- Yes – Appraisal Addendum required (FHA and VA Addendum includes an appraisal contingency, but cash/conventional/USDA do NOT provide a built-in appraisal contingency)
 No

13. Are any other addendums required, or boxes checked in the contract or MLS attachments? (IE Back-up Contract, post/pre-occupancy, attorney approval, mold, sinkhole, drywall, coastal, flood, arbitration, rezoning, seller financing)

- Yes – then these addendums are required
 No

14. Are there any other special terms?

- Yes – explain _____

 No

15. Was this buyer a Zillow lead/general boomtown lead/referral?

- Yes – explain _____
 No

16. Was this buyer an Op Citv lead?

- Yes – explain _____
 No