



# LISTING FOR SALE



## Form Checklist

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TAR form #

**MLS PRINTOUT**

**RESIDENTIAL REAL ESTATE LISTING AGREEMENT, EXCLUSIVE RIGHT TO SELL**

**1101**

**SELLER'S DISCLOSURE NOTICE**

**1406**

**INFORMATION ABOUT BROKERAGE SERVICE (IBS)**

**2501**

**VENDOR STATEMENT**

**KW Plano Form**

**AFFILIATED BUSINESS ARRANGEMENT**

**KW Plano Form**

**Possible Forms depending on the transaction or age of the property**

ADDENDUM FOR SELLER'S DISCLOSURE OF LEAD-BASE PAINT

1906

SELLERS AUTHORIZATION TO RELEASE AND ADVERTISE CERTAIN INFORMATION

1412

T-47 AFFIDAVIT

1907

EXISTING SURVEY

**A Dot Loop File must be created and "Submitted for Review" within 5 days of the listing going "ACTIVE" in MLS**

**\*\*REQUIRED FORMS ARE IN RED\*\***



# LISTING SOLD



## Form Checklist

TAR form #

<b>MLS PRINTOUT</b> (Showing property Active Option of Pending)	
<b>EXECUTED CONTRACT and all ADDENDA</b> (IE. 1-4 Contract Resale)	<b>1601</b>
<b>SELLER'S DISCLOSURE NOTICE</b> (signed by all parties)	<b>1406</b>

### Possible Forms depending on the transaction of age of the property

ADDENDUM FOR SELLER'S DISCLOSURE OF LEAD-BASE PAINT	1906
SALE OF OTHER PROPERTY by BUYER	1908
THIRD PARTY FINANCING ADDENDUM FOR CREDIT APPROVAL	1901
ADDENDUM FOR PROPERTY SUBJECT TO MANDATORY MEMBERSHIP	1922
SELLER'S TEMPORARY RESIDENTIAL LEASE	1910
BUYER'S TEMPORARY RESIDENTIAL LEASE	1910
ADDENDUM FOR BACK-UP CONTRACT	1909

**A new folder labeled "Contract" should be added in the Listing Dot Loop File and that new folder "Submitted for Review"**

**\*\*REQUIRED FORMS ARE IN RED\*\***



# BUYER CONTRACT



## Form Checklist

TAR form #

<b>MLS PRINTOUT</b> (Showing property Active Option, Active Contingent or Pending)	
<b>EXECUTED CONTRACT and ALL ADDENDA</b> (IE. 1-4 Contract Resale)	<b>1601</b>
<b>SIGNED SELLER'S DISCLOSURE</b>	<b>1406</b>
<b>INFORMATION ABOUT BROKERAGE SERVICE (IBS)</b>	<b>2501</b>
<b>RESIDENTIAL BUYER/TENANT REPRESENTATIVE AGREEMENT</b>	<b>1501</b>
<b>VENDOR STATEMENT</b>	<b>KW Plano Form</b>
<b>AFFILIATED BUSINESS ARRANGEMENT</b>	<b>KW Plano Form</b>

### Possible Forms depending on the transaction of age of the property

SALE OF OTHER PROPERTY by BUYER	1908
ADDENDUM FOR SELLER'S DISCLOSURE OF LEAD-BASE PAINT	1906
THIRD PARTY FINANCING ADDENDUM FOR CREDIT APPROVAL	1901
ADDENDUM FOR PROPERTY SUBJECT TO MANDATORY MEMBERSHIP	1922
ADDENDUM FOR BACK-UP CONTRACT	1909

**A Dot Loop File must be created along with a GREENSHEET and BOTH "Submitted for Review" within 5 days of the Execution Date of the Contract.**

**\*\*REQUIRED FORMS ARE IN RED\*\***