



SALES CHECKLIST

This is my: Listing Sale

Associate: _____

Address: _____ County: _____

Seller / Landlord Name: _____ MLS #: _____

Title Company: _____

Closing Date: _____

LISTING

Please Submit in the order Listed Below

- MLS Sheet**
- Tax Record**
- Listing Agreement**
- Seller's Property Disclosure**
- Wire Fraud Prevention Notice - WFPN**

PENDING

Please Submit in the order Listed Below

- MLS Sheet**
- Tax Record**
- Purchase Contract & Addenda (use applicable contract)**
- Seller's Property Disclosure**
- Escrow Deposit Letter**
- Lead Based Paint (Pre 1978)**
- HUD / Copies of Commission Checks (At Closing)**
- Wire Fraud Prevention Notice - WFPN**
- Blasting Disclosure (Applicable for Doral, Miramar, Miami Lakes, Hialeah, Hialeah Gardens, Palm Springs North)**
- DA**

I / WE FULLY UNDERSTAND INCOMPLETE PACKAGE WILL NOT BE APPROVED