

FORMS CHECKLIST | 2011

Listing Presentation

Sales Transaction

Lease Transaction

LISTING PRESENTATION KITS

- Listing (Commission) Agreement
- Attorney General Memorandum
- GSMLS Property Information Form
- Withholding Name of Seller form
- CIS Form
- Sellers Consent to Dual Agency
- Sellers Disclosure Form
- Fire Extinguisher Notification
- Lead Paint Disclosure Form
- Exclusive Listing Agreement
- Waiver of Broker Cooperation
- Comparative Market Analysis (CMA)
- REALTOR® Code of Ethics
- Company Marketing Information
- Affiliated Business Form
- Warranty Application Form (if applicable)
- Personal References, Designations, Awards

SALES TRANSACTION KITS

- Contract of Sale Form
- Opinion 26
- CIS Form
- Informed Consent to Dual Agency Form
- Exclusive Buyer Agency Agreement Form
- Lead Paint Addendum for Sales
- Addendum on Short Sales
- REALTOR® Code of Ethics
- Company Information
- Personal References, Designations, Awards

RENTAL TRANSACTION KITS

- Listing (Commission) Agreement
- Lease Agreement
- Lead Paint Addendum for Leases
- Protecting Your Family from Lead in Your Home Pamphlet
- Window Guard Notification
- Fire Extinguisher Notification
- CIS Form
- Truth in Renting Booklet
- REALTOR® Code of Ethics
- Credit Report Authorization Form
- Company Information
- Personal References, Designations, Awards