

SALE TRANSACTION CHECKLIST



Property Address: _____

Agent Name: _____

Date Turned In _____

The following are documents required by your Broker & Market Center, unless noted as optional. (if applicable, additional forms may be necessary.). Submit immediately upon final acceptance	Our listing sold in-house by another KWIR Agent (DUAL AGENCY)	Our listing sold by a Non-KWIR agent (collect original docs.)	Our Sale of Another Broker's Listing	Commercial
Earnest Money Check \$ _____ Please turn in within 2 business days after Final Acceptance.	(always collect)	(always collect)	Copy or Receipt	Builder may collect ck- provide copies or Receipt of
MLS Print Out & Tax Stmt (for proof of mls payout) **include even if your listing**				If Available
Pre-Approval Letter from buyers lender OR Cash Buyer provide proof of funds: bank statement, bank letter...				
Purchase Agreement (all 12 pages) **Don't forget the final acceptance date on page 12				
Addendums to Purchase Agreement, if applicable: Personal Property Agreement Condo/Townhome/CoOp (CIC) Blank Addendum to PA Contingency for Sale of Buyer's Property Septic & Well Short Sale As Is Addendum				possible due diligence personal property finance
Addendum to PA-Lead Based Paint Disclosure Pre-1978 Must Include EPA Pamphlet	Year Built: _____	Year Built: _____	Year Built: _____	If Residential Included
Counter Offer Addendum (check box on Pg 12 of PA)				
Amendments to PA (when applicable)				
Agency Relationship in Real Estate Transactions If our listing and lender owned, typically in bank contract	Buyer Side	Seller Copy w/Listing	Buyer Side	Buyer Side
Contract for Exclusive/Non-exclusive Right to Represent Buyer or Facilitator Agreement		n/a		
Compensation Disclosure to Buyer/Seller		n/a		n/a
KWIR Waivers Disclosures Acceptances \$499 Broker Commission / VA and USDA Buyers are ZERO		Seller Copy w/Listing		n/a
Arbitration Disclosure If declined mark "Declined"				n/a
Seller Property Disclosure Stmt, Must Include Radon a. Seller's Alternative Disclosure c. Private Sewer System Disclosure d. Private Well Disclosure Including Sealed Wells e. Well/Septic Map with initials f. Vacant Land Disclosure	New Construction Certificate of Occupancy			possible well and septic
Truth in Housing Bloomington, Maplewood, Minneapolis, New Hope, Richfield, Robinsdale, St. Paul, South St. Paul, St. Louis Park Sewer Only , Mounds View, West St Paul, Saint Anthony, Golden Valley(ump too), New Port, Howard Lake, Orono, Duluth, Rush City				n/a
Resale Certificate from Association (if applicable)				
Buyer's Signed Receipt of Condo Docs (if applicable)				n/a
Home Warranty (if applicable)				n/a
Affiliated Business Relationship Disclosure				