

MN SALE 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 or provide copies or Receipt of all EM checks |
| 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 \$399 Broker Commission / VA and USDA Buyers are ZERO | | Seller Copy w/Listing | | n/a |
| Arbitration Disclosure declined mark "Declined" If | | | | 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, Hopkins, Maplewood, Minneapolis, New Hope, Richfield, Robbinsdale, St. Paul, South St. Paul, St. Louis Park Sewer Only , Mounds View, West St Paul, Saint Anthony, Golden Valley (septic too), New Port, Howard Lake, Orono, Duluth, New Port, Rush City, Roseville | | | | 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 | | | | |