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## FILE CHECKLIST (NEW JERSEY – RESIDENTIAL SALE)

PROPERTY ADDRESS: \_\_\_\_\_

SELLER(S): \_\_\_\_\_

SALES ASSOCIATES(S): \_\_\_\_\_

### Listing:

1. Consumer Information Statement
2. MLS Listing Agreement (MLS input sheet: optional)
3. MLS Listing Page
4. Informed Consent to Dual Agency
5. Commission Split Addendum
6. Seller's Property Disclosure Statement (signed by seller/agent)
7. Property Tax Report
8. Lead Based Paint Disclosure (if necessary, signed by seller)
9. Delayed Showing Form (if necessary)

### Under Contract:

1. Sales Contract and any applicable addenda
2. Seller's Property Disclosure Statement (fully executed)
3. C Land Contact List Form
4. Initial Commission Statement
5. MLS Listing Page (buyer case)
6. Property Tax Report (buyer case)
7. Lead Based Disclosure Statement (if necessary, fully executed)

### Post Closing Items:

1. Commission Check & Check Copy
2. Final Commission Statement with Team Work Sheet/ Referral Fee Statement
3. Copy of CCO/CO
4. Closing Disclosure (HUD-1)
5. MLS Listing Paper with Status Changed (sold)