

SALE/COMMISSION DISBURSEMENT CHECKLIST

PROPERTY ADDRESS _____ CITY _____ STATE/ZIP _____ MLS # _____

Transaction Type: Short Sale REO RE1 RE2 TH RIN COMM (\$/%) BHG _____ CO-OP _____

BHG Associate _____ Office _____ Buyer Seller

BHG Associate _____ Office _____ Buyer Seller

Co-op Agent _____ MLS Public ID# _____

Company Name _____ Phone # _____

Title Company Name and Contact Person _____ Phone # _____

Mortgage Company Name and Contact Person _____ Phone # _____

TRANSACTION INFORMATION

Buyer _____

Seller _____

Effective Date _____ Closing Date _____ List Price _____ Closed Price _____

Referral if Applicable: _____ (\$/%)
Company Name _____
Address _____
City _____ State/Zip _____

AGENCY DOCUMENT CHECKLIST

- | | |
|---|--|
| <input type="checkbox"/> Fully Executed Sales Contract | <input type="checkbox"/> Affiliated Business Disclosure |
| <input type="checkbox"/> Transaction Fee: \$295____ Other _____ | <input type="checkbox"/> Seller's Real Property Disclosure |
| <input type="checkbox"/> A-Condominium/ B-Homeowners Assoc. Disclosure | <input type="checkbox"/> Mold Inspection Addendum to Contract |
| <input type="checkbox"/> E-FHA / VA Financing | <input type="checkbox"/> Condominium Governance Form |
| <input type="checkbox"/> G-Short Sale | <input type="checkbox"/> Copy of Escrow Deposit & Escrow Letter |
| <input type="checkbox"/> P-Lead Based Paint (Pre-1978 Housing) Disclosure | <input type="checkbox"/> Copy of Additional Escrow Deposit & Escrow Letter |
| <input type="checkbox"/> Other _____ | |

Managing Broker _____ Date _____ BHG Associate _____ Date _____