

# **KW METRO DOCUMENTS CHECKLIST AND TIME LINES-Updated 2023**

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

**MLS#:** \_\_\_\_\_

**Agent:** \_\_\_\_\_

**SELLER NAME:** \_\_\_\_\_

PLEASE SUBMIT ALL FORMS AND PAPERWORK, SIGNED AND INITIALED BY ALL APPROPRIATE PARTIES

## **Listing File (Sale): "SUBMIT FOR REVIEW" THROUGH DOTLOOP PRIOR TO LISTING IN MLS**

- \_\_\_\_\_ 1. \*Exclusive Listing Agreement- DOTLOOP
- \_\_\_\_\_ 2. \*Sellers Disclosure Statement- DOTLOOP
- \_\_\_\_\_ 3. \*Lead Paint Disclosure & Booklet (back page) – if before 1978 - DOTLOOP
- \_\_\_\_\_ 4. \*RE Commission Agency Relationship Disclosure - DOTLOOP
- \_\_\_\_\_ 5. \*Deed –TITLE COMPANY OR REGISTRY OF DEEDS
- \_\_\_\_\_ 6. Home Warranty Plan – if applicable
- \_\_\_\_\_ 7. \*TAX Assessment Card -TOWN HALL OR INTERNET
- \_\_\_\_\_ 8. \*Plot Plan- TOWN HALL OR INTERNET
- \_\_\_\_\_ 9. \*Tax Bill – TOWN HALL OR INTERNET
- \_\_\_\_\_ 10. \*Affiliated Business Arrangement Disclosure Statement - DOTLOOP
- \_\_\_\_\_ 12. \*Area Disclosure Form – DOTLOOP
- \_\_\_\_\_ 13. Condo Documents – if applicable – HOMEOWNER OR CONDO ASSOCIATION
- \_\_\_\_\_ 14. \*Condominium/PUD Rider Disclosure- if applicable – DOTLOOP
- \_\_\_\_\_ 15. CMA

## **Listing File (Lease): "SUBMIT FOR REIVEW" THROUGH DOTLOOP PRIOR TO LISTING IN MLS**

- \_\_\_\_\_ 1. \* Exclusive Listing Agreement – DOTLOOP
- \_\_\_\_\_ 2. \* Lead Paint Disclosure & Booklet – if before 1978 – DOTLOOP
- \_\_\_\_\_ 3. \* RE Commission Agency Relationship Disclosure – DOTLOOP

## **Buyer Agency Agreement: "SUBMIT FOR REVIEW" PRIOR TO GOING UNDER CONTRACT**

- \_\_\_\_\_ 1. \*Buyer Agent Representation Agreement- DOTLOOP
- \_\_\_\_\_ 2. \*RE Commission Agency Relationship Disclosure - DOTLOOP
- \_\_\_\_\_ 3. \*Disclosed Dual Agency – if applicable- DOTLOOP
- \_\_\_\_\_ 4. \*Lead Paint Booklet -- if before 1978 - DOTLOOP
- \_\_\_\_\_ 5. \*Affiliated MONARCH Business Arrangement Disclosure Statement – DOTLOOP
- \_\_\_\_\_ 6. \*Area Disclosure Information Form – DOTLOOP

## **Pending File: "SUBMIT FOR REVIEW" AS SOON AS ALL DOCUMENTS ARE SIGNED**

- \_\_\_\_\_ 1. \*In Command Create Opportunities and complete to Commission -COMMAND
- \_\_\_\_\_ 2. \*Signed by all parties a P&S Agreement
- \_\_\_\_\_ 3. \*Deposit Check copy
- \_\_\_\_\_ 4. \*RE Commission Agency Relationship Disclosure
- \_\_\_\_\_ 5. \*Lead Paint Disclosure & Booklet - if before 1978 (back page)
- \_\_\_\_\_ 6. \*Signed Sellers' Disclosure
- \_\_\_\_\_ 7. \*Pre-Qualification Letter from Lender

## **Closing File (Sale): "SUBMIT FOR REVIEW" immediately after closing**

- \_\_\_\_\_ 1. \* Settlement Statement (signed by both parties)
- \_\_\_\_\_ 2. \* Closing Check in Designated Envelope-drop off in Bedford office or mail on **CLOSING DAY**
- \_\_\_\_\_ 3.
- \_\_\_\_\_ 4.

## **Closing File (Lease): "SUBMIT FOR REVIEW"**

- \_\_\_\_\_ 1. \* Lease signed by all parties
- \_\_\_\_\_ 2. \* Commission Check
- \_\_\_\_\_ 3. \*All Appropriate Forms (mentioned above)

**\*MANDATORY**