

KW METROPOLITAN DOCUMENTS CHECKLIST

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

LISTINGS

LISTING PAPERWORK FILE (Prior to Listing on MLS – Submit for Review)

Documents to Submit

- *Brokerage Relationship Disclosure (Dotloop)
- *Exclusive Listing Agreement (Dotloop)
- *Property Disclosure (Dotloop)
- *KW Affiliated Business Arrangement Disclosure Statement (Dotloop)
- Video & Audio Recording Equipment Notification (Dotloop)
- Comparative Market Analysis
- *TAX Assessment Card (Townhall or Internet)
- *Tax Bill (Townhall or Internet)
- *Plot Plan (Townhall or Internet)
- *Deed (Title Company or Registry of Deeds)
- Home Warranty Plan – if applicable

IF BEFORE 1978

- *Lead Paint Disclosure & Booklet (back page) (Dotloop)

IF CONDO

- *Condominium/PUD Rider Disclosure (Dotloop)
- Condo Documents (Homeowner or Condo Association)

CONTRACT FILE (Immediately After Going Under Contract – Submit for Review)

DOCUMENTS NEED TO BE **SIGNED BY ALL PARTIES** BEFORE THEY ARE SUBMITTED

Documents to Submit

- *Purchase & Sales Agreement
- *Property Disclosure
- *Deposit Check Copy
- *Pre-Qualification Letter from Lender or Proof of Funds
- *Addendums and/or Additional Disclosures

IF BEFORE 1978

- *Lead Paint Disclosure

CLOSED FILE (Immediately After Closing – Submit for Review)

DOCUMENTS & CHECK NEED TO BE SUBMITTED TO THE OFFICE USING A RED ENVELOPE, AS WELL AS IN DOTLOOP.

Documents to Submit

- *All Closing Documents
- *Closing Check Copy

*Mandatory Documents

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BUYERS

BUYER PAPERWORK FILE (Immediately After Going Under Contract – Submit for Review)

Documents to Submit

- *Brokerage Relationship Disclosure (Dotloop)
- *Buyer Agent Agency Agreement (Dotloop)
- *KW Area Disclosure Information (Dotloop)
- *KW Affiliated Business Arrangement Disclosure Statement (Dotloop)
- Video & Audio Recording Equipment Notification (Dotloop)
- For Your Protection Get a Home Inspection (Dotloop)

CONTRACT FILE (Immediately After Going Under Contract – Submit for Review)

DOCUMENTS NEED TO BE **SIGNED BY ALL PARTIES** BEFORE THEY ARE SUBMITTED

Documents to Submit

- *Purchase & Sales Agreement
- *Property Disclosure
- *Deposit Check Copy
- *Pre-Qualification Letter from Lender or Proof of Funds
- *Addendums and/or Additional Disclosures

IF BEFORE 1978

- *Lead Paint Disclosure

IF DUAL AGENCY

- *Disclosed Dual Agency

CLOSED FILE (Immediately After Closing – Submit for Review)

DOCUMENTS & CHECK NEED TO BE SUBMITTED TO THE OFFICE USING A RED ENVELOPE, AS WELL AS IN DOTLOOP.

Documents to Submit

- *All Closing Documents
- *Closing Check Copy

REFERRAL (Sent to Another Agent)

REFERRAL FILE (Submit Once the Transaction is Closed)

Documents to Submit

- *Referral Form (Dotloop)

*Mandatory Documents

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

LEASES

Landlord Paperwork File (Immediately After Going Under Contract – Submit for Review)

Documents to Submit

- *Brokerage Relationship Disclosure (Dotloop)
- *Exclusive Listing Agreement (Dotloop)
- *Leasing Addendum (Dotloop)
- Video & Audio Recording Equipment Notification (Dotloop)

IF BEFORE 1978

- *Lead Paint Disclosure (Dotloop)

Renter Paperwork File (Immediately After Going Under Contract – Submit for Review)

Documents to Submit

- *Brokerage Relationship Disclosure (Dotloop)
- *Buyer Agent Agency Agreement (Dotloop)
- Video & Audio Recording Equipment Notification (Dotloop)

Contract File (Immediately After Going Under Contract – Submit for Review)

DOCUMENTS NEED TO BE **SIGNED BY ALL PARTIES** BEFORE THEY ARE SUBMITTED

Documents to Submit

- *Lease
- *Addendums and/or Additional Disclosures
- *Commission Check Copy

IF BEFORE 1978

- *Lead Paint Disclosure & Booklet (back page)