

# KW METROPOLITAN DOCUMENTS CHECKLIST

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

## 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
- Commission Form (Sent to Title Company)

#### **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