

REQUIRED DOCUMENTS CHECKLIST

Listing Documents

Sales

- - Listing Notice
- - Listing Agreement
- - Brokerage Relationship Disclosure (suggested; not required)
- - Real Property Sales Disclosure
- - Other Addenda and/or Disclosures (as applicable)
- - MLS printout
- - Tax Records

Rentals

- - Listing Notice
- - Listing Agreement
- - MLS printout

Contract/Lease Documents

Sales

- - Commission Form
- - Notice of Closing
- - Sales Recap Sheet
- - Sales Contract
- - Brokerage Relationship Disclosure (suggested; not required)
- - Real Property Sales Disclosure
- - Other Addenda and/or Disclosures (as applicable)
- - Copy of Escrow Check(s)
- - Walk-through Inspection
- - MLS printout
- - Tax printout

Rentals

- - Rental Recap Sheet
- - Rental Disbursement Sheet
- - Contract to Lease
- - Lease Agreement
- - Copy of Deposit/Rent Checks
- - Walk-through Inspection
- - HOA or Condo Assoc. Acceptance
- - MLS printout

Please email all documents to: **sunsetrealtyis@gmail.com**