

## LISTING & CLOSING FILE CHECKLIST

ALLIANCE

Listing File	Selling File	
		<b>Required by Kansas Real Estate Commission</b>
<input type="checkbox"/>		Listing agreement (if applicable)
<input type="checkbox"/>		Buyer Agency agreement (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	Transaction Broker Addendum (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	Contract, options, and addendums or amendments
<input type="checkbox"/>	<input type="checkbox"/>	Lot reservation agreement (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	Any offers to purchase which did not become contracts
<input type="checkbox"/>	<input type="checkbox"/>	Transaction number
		Record of earnest money:
<input type="checkbox"/>		* if deposited in broker's trust account, all records required by regulation 86-3-18
<input type="checkbox"/>		* if held by escrow agent other than broker, receipt pursuant to 58-3062(f)
<input type="checkbox"/>		* release authorizing disbursement on transactions which did not close
<input type="checkbox"/>		* keep trust account transaction ledgers together in number order (not in transaction file)
<input type="checkbox"/>		Net to seller (if in writing)
	<input type="checkbox"/>	Buyer's estimated costs (if in writing)
<input type="checkbox"/>	<input type="checkbox"/>	Closing statement
		<b>Federal Requirements</b>
<input type="checkbox"/>	<input type="checkbox"/>	Lead paint disclosure (pre-1978 properties)
	<input type="checkbox"/>	Importance of Home Inspection Disclosure (FHA)
		<b>City Requirements</b>
<input type="checkbox"/>		Copy of well/septic inspection request
<input type="checkbox"/>		Copy of well/septic inspection report
		<b>Good Business Practice</b>
<input type="checkbox"/>	<input type="checkbox"/>	Acknowledgment of Real Estate Brokerage Relationships Brochure
<input type="checkbox"/>		Copy of the CMA prepared for the Seller
<input type="checkbox"/>	<input type="checkbox"/>	Copy of Courthouse printout
<input type="checkbox"/>		Send MLS printout and fliers for Seller's signature
<input type="checkbox"/>	<input type="checkbox"/>	Copy of MLS printout
<input type="checkbox"/>		MLS profile sheet
<input type="checkbox"/>		Preliminary title report
<input type="checkbox"/>	<input type="checkbox"/>	Property condition report with appropriate signatures
<input type="checkbox"/>		Request for loan verification
<input type="checkbox"/>		Showing instructions
<input type="checkbox"/>		MLS changes
	<input type="checkbox"/>	Buyer's estimated costs
	<input type="checkbox"/>	Copy of CMA prepared for the Buyer (if a Buyer's Agent)
<input type="checkbox"/>	<input type="checkbox"/>	Title binder
<input type="checkbox"/>	<input type="checkbox"/>	Termite inspection report
	<input type="checkbox"/>	Inspection reports (home inspection and others)
	<input type="checkbox"/>	Copy of well/septic inspection report
<input type="checkbox"/>		Authorization for placement of sold sign or rider
<input type="checkbox"/>	<input type="checkbox"/>	Acceptance or rejection of home warranty program
<input type="checkbox"/>	<input type="checkbox"/>	Copy of improvement location certificate
<input type="checkbox"/>	<input type="checkbox"/>	Property acceptance agreement

This form is exclusively for use by members of the REALTORS® of South Central Kansas and other authorized REALTORS®. Copyright 2016