



Transaction Checklist for Buyers

Your Name _____
 Property Address _____
 City _____ Zip _____
 Year Built _____ - (N/A is NOT a year)
 Client's Name _____
 Client's e-mail _____

Remember if you are related to, or friends with the buyer...it must be disclosed and you must act as a buyer's agent. You can not act as a transaction broker as you can not be neutral!

You are required to keep a copy of this file in the office at all times. Turn in your files ASAP.

Must put Documents in the following order.

Please remove your staples!

Buyer Listing Agreements

- _____ 1) File folder with Buyer's Name and Your name on the folder
- _____ 2) Transaction checklist for Buyers
- _____ 3) Definitions of working relationships
- _____ 4) Exclusive right to buy listing agreement
 or Brokerage Disclosure to Buyer
 - if you are selling them your own listing and working with them as customers
 When you are selling a FSBO you also need the Brokerage Disclosure to Seller
- _____ 5) EPA Lead Based Paint Booklet to Buyer
 - e-mail them the PDF on our website, its on the Agent Tools page under Contracts & Disclosures
- _____ 6) Turn in file to broker ASAP
- This is required by the Colorado Real Estate Commission.

Your Buyer Under-Contract

- _____ 7) Ask listor if this listing is a possible short sale.
 If so, you need to use the short sale addendum and let your buyers know of the added delays, hassles, & risks. You also may want to get your commission documented in writing.
- _____ 6) Get file folder from office and add the address to it.
- _____ 7) Copy of Earnest Money check or Note

- _____ 8) Signed & dated receipt for earnest money
- _____ 9) Counter-proposals/amend extend
- _____ 10) Contract to Buy and Sell Real Estate
- _____ 11) Seller's Property Disclosure
 -signed by all parties
- _____ 12) Square Footage Disclosure
 -signed by all parties
- _____ 13) Source of Water Disclosure
 -signed by all parties – you can omit this if it is completed in the Sellers Property Disclosure
- _____ 14) Lead Based Paint Disclosure if applicable (pre-1978 properties)
 signed at, or before, contract
- _____ 15) Common Interest Community Checklist
- _____ 16) Closing Instructions prepared at contract
- _____ 17) Market analysis
 with the comps you used to help the buyer establish the property value when you sold it to them
- _____ 18) Estimated settlement fees prepared for buyer when writing contract
- _____ 19) Copy of Property Records from Metrolist PDC
- _____ 20) Inspection notice
- _____ 21) Inspection Reports
- _____ 20) Copy of any power of attorney.
 You may not be a P.O.A
- _____ 21) Well/septic if applicable
- _____ 22) Buyer's financial info if owner carry
- _____ 23) If HOA is involved be sure to ask for everything including 6 months worth of minutes.
- _____ 24) Change of Status Form if applicable
 - Use this when you switch from agent to transaction broker
- _____ 25) Turn in the file for review ASAP
This is required by the Colorado Real Estate Commission

We charge a \$5 per day late fee beginning 48 hours after MEC

NOTES: