



Address  
Agent

**Listing & Sales Contract Checklist**

Title Company - Buyer	➡	RGS	Other (Enter Name)
Title Company - Seller	➡	RGS	Other (Enter Name)



**LISTING AGREEMENT CHECKLIST**

Listing Agreement	LF595
Property Disclosure	LF504
LBP Disclosure	LF089
Agreement to Arbitrate	LF364
Affiliated Business Disclosure	LF172AB
Consumer Alert/Wiring Funds	LF444

✓	<b>Please Turn In Listings &amp; Contracts In This Order - It Speeds Up Our Process Immensely</b>
	Start Here
	Required Unless Bank Owned, New Construction, or Land
	Required If Property Built Before 1978
	If you want to - not required
	Required Must Have Property Address That Matches Listing Agreement No Have=No Pay It's A Law
	Required - It's A Dangerous World Out There - PROTECT YOUR CLIENTS

**CONTRACT CHECKLIST**

Residential Sales Contact	LF031NV
Case Sheet/Case Sheet Request Form	CSOL
Short Sale Addendum	LF1987
Financing Contingency (CON)	LF216V
Financing Contingency (FHA)	LF214
Financing Contingency (VA)	LF215V
Financing Contingency (USDA/RD)	LF353
Contingencies & Clauses Addendum	LF160
FYP Get Home Inspection	LF276
Home Inspection Addendum	LF1391
Well Septic Contingency	LF288VA
LBP Disclosure	LF089
Property Disclosure	LF504
Affiliated Business Disclosure	LF172AB
Designated Agency Disclosure	LF208
Dual Agency Disclosure	LF207
Buyers Agreement	LF203
Consumer Alert/Wiring Funds	LF444

	Start Here
	<b>*REQUIRED* IF NOT INCLUDED, CONTRACT CANNOT BE PROCESSED!</b>
	Required If Property Is A SHORT SALE
	Required If Conventional Financing
	Required If FHA Financing
	Required If VA Financing
	Required If USDA/RD Financing
	Required If AS IS Or Contingent Contract
	Required For FHA Loans; Smart Agents Always Require That Buyers Initial It For Every Contract
	Required If Buyer Intends On Getting A Home Inspection
	Required If On Well & Septic & Buyer Intends On Getting A Septic Inspection
	Required If Property Built Before 1978/MUST BE SIGNED BY SELLER BEFORE BUYER
	Required Unless Bank Owned Or New Construction/MUST BE SIGNED BY SELLER BEFORE BUYER
	Required/Must Have Property Address That Matches Contract/May Have Been Signed At Listing
	Required If Two Agents From L&F Representing Buyer & Seller Respectively
	Required If One L&F Agent Representing Both Buyer & Seller
	Required If Representing The Buyer
	Required - It's A Dangerous World Out There - PROTECT YOUR CLIENTS



**Forms That Are NOT NEEDED**



LF128/Termite - LF231/Photo - LF209/Broker Relationship - LF587/Exp of Fee  
 LF298/Useful Info - LF583/Megans Law - LF1786/Septic Validity - LF228/Lead Disclosure  
 LF598L/Elec Auth Listing

You may of course choose to use the forms in the shaded area above and keep them in your file; please do not submit them to the office

