



Acquire Real Estate
SALE TRANSACTION CHECK SHEET

Date: _____
Agent _____
Phone _____ Email _____
Co-Agent _____ Email _____
SOLD Property Address: _____

A.R.E. represents- check one: BUYER _____ SELLER _____
Name (s): _____

Documents attached:

Either party:

- _____ Contract of Sale - New 8 Page Contract Closing Date: _____
_____ Addendum to Contract of Sale (if there is one)
_____ Property Disclosure signed by BUYER signed the SAME date or prior to contract
_____ Lead-based Paint Disclosure Signed by BUYER
_____ CMLS Printout
_____ Tax Sheet Print out for the Listing

ARE BUYER - in addition to above

- _____ Acquire Buyer Representation Acknowledgement
_____ Exclusive Right to Buy - Buyer Agency Contract
_____ Dual Agency Agreement - if applicable
_____ Designated Agency Agreement - if applicable
_____ Sex Offender Disclosure
_____ Advice of Covenants and Restrictions
_____ ARE Acknowledge of Square Footage
_____ Earnest Money CHECK & COPY if HELD by Acquire Real Estate, Inc.

SELLER

- _____ Copy of Earnest Money Check, if HELD by Another Agency

You, as the agent, are required to keep a full set of client documents for your personal file.

