**Haven Real Estate Purchase Checklist Closing**

|  |  |  |  |
| --- | --- | --- | --- |
| Property Address: |  | Closing Date: |  |
| Haven Agent: |  |  |  |

ALL FILES MUST BE COMPLETE, BROKER LOADED, AND IN OFFICE WITHIN 48 HOURS

 **COMPLETED LISTING CHECKLIST (**top Left side**)**

|  |  |
| --- | --- |
| **[ ]**  | **Settlement Statement signed by principle(s) you represented (HUD1) (ON TOP)** |
| **[ ]**  | **Copy of MLS Sheet showing Sale as CLOSED (if HAVEN REAL ESTATE LISTING)** |
| **[ ]**  | **Copy of Commission Checks (Check to you and Check to Haven Real Estate)** |
| **[ ]**  | **Copy of Haven Real Estate Commission Disbursement Letter** |
| **[ ]**  | **Walk Thru Form (If you represented buyer)** |
| **[ ]**  | **Title Commitment** |
| **[ ]**  | **Listing Packet (Warranty Deed) [ ]** **In Listing File** |
| **[ ]**  | **Exhibit A Legal Description with Signatures** |
| **[ ]**  | **Lead Based Paint Hazards Disclosure (If pre-1978) [ ]  Check here if Not Applicable** |
| **[ ]**  | **Form 17 - Seller’s Disclosure Statement** |
| **[ ]**  | **Form 21 – Purchase and Sale Agreement** |
| **[ ]**  | **Form 22A – Finance Addendum (Not applicable [ ]  CASH DEAL ONLY)** |
| **[ ]**  | **Form 22D - Optional Clauses Addendum** |
| **[ ]**  | **Form 22T - Title Contingency Addendum** |
| **[ ]**  | **Form 35 - Inspection Addendum** |
| **[ ]**  | **LP Siding Disclosure (If Needed (ON BOTTOM) [ ]  Check here if Not Applicable** |
| **[ ]**  | **Identification of Utilities (Not Applicable [ ]  if waived on Purchase and Sale)** |
| **[ ]**  | **Spokane Addendum – Mold and Insurance** |
| **[ ]**  | **Other Addenda (Numbered Highest to #1) Specify** |
| **[ ]**  | **Counter Offers (Numbered Highest to #1) Specify** |
| **[ ]**  | **Buyer Representation Agreement (Only ff you represent Buyer - Circle one) YES NO** |
| **[ ]**  | **MLS Print Out (Circle the commission rate)** |
| **[ ]**  | **Open Escrow Order** |
| **[ ]**  | **Earnest Money Delivery Receipt AND/OR Copy of Earnest Money** |
| **[ ]**  | **Pamphlet of Agency Law Delivery Receipt (Signed Original Document)** |