



GIG HARBOR OFFICE

SALES CHECKLIST

| | | | | | | | |
|-------------------|--|------|--|----------------|--|--------|--|
| BROKER | | MLS# | | SELLER (LAST): | | BUYER: | |
| PROPERTY ADDRESS: | | | | | | | |
| LISTING BROKER(S) | | | | CELL# | | | |
| SELLING BROKER(S) | | | | CELL# | | | |
| CLOSING DATE | | | | | | | |
| ESCROW INFO | | | | | | | |

| | INITIALS | INITIALS |
|--|----------|----------|
| <input type="checkbox"/> MLS PRINTOUT OF LISTING | | |
| <input type="checkbox"/> LENDER PRE-APPROVAL LETTER | | |
| <input type="checkbox"/> PURCHASE & SALE AGREEMENT | | |
| <input type="checkbox"/> LAW OF AGENCY ACKNOWLEDGMENT | | |
| <input type="checkbox"/> COUNTER OFFERS (IF APPLICABLE) | | |
| <input type="checkbox"/> FINANCING ADDENDUM (22A) | | |
| <input type="checkbox"/> OPTIONAL CLAUSES ADDENDUM (22D) | | |
| <input type="checkbox"/> LEAD BASE PAINT DISCLOSURE (22J) | | |
| <input type="checkbox"/> UTILITIES ADDENDUM (22K) | | |
| <input type="checkbox"/> INSPECTION ADDENDUM (35) <input type="checkbox"/> INSPECTION ADDENDUM RESPONSE (35R) <input type="checkbox"/> | | |
| <input type="checkbox"/> INSPECTION REFERRAL (41D) | | |
| <input type="checkbox"/> OTHER ADDENDA <input type="checkbox"/> | | |
| <input type="checkbox"/> SELLER DISCLOSURE STATEMENT (17 OR 17C) SEP. FROM P&S | | |
| <input type="checkbox"/> SIGNED OR INITIALED & DATED LEGAL DESCRIPTION – MANDATORY | | |
| <input type="checkbox"/> COPY OF EARNEST MONEY RECEIPT IN BY ESCROW – MANDATORY | | |
| <input type="checkbox"/> COMPENSATION DISBURSEMENT FORM (40) | | |
| <input type="checkbox"/> PRELIM. OR TITLE INCLUDED | | |
| <input type="checkbox"/> PROVIDED COMPLETE COPY OF PACKAGE TO CLIENT | | |
| <input type="checkbox"/> SETTLEMENT STATEMENT | | |

OFFICE USE ONLY

| | |
|--------------------------|--|
| <input type="checkbox"/> | COMMISSION CHECK RECEIVED FROM ESCROW |
| <input type="checkbox"/> | ALTA STATEMENT RECEIVED & FILED |
| <input type="checkbox"/> | COMMISSION PAYMENT DISBURSED TO BROKER |

NOTE: COMPLETION OF THESE ITEMS IS MANDATORY IN ORDER TO RECEIVE YOUR COMMISSION
 ALL SALES DOCUMENTS ALONG WITH THIS SHEET MUST BE EMAILED TO ADMIN@BPWASH.COM
 & A FULL DOCUMENT FILE UPLOADED TO TRANSACTION DESK. YOU MUST ALSO INCLUDE THE COMMISSION
 DISBURSEMENT FORM THAT YOU PROVIDED TO ESCROW ALONG WITH OUR INTERNAL COMMISSION FORM
 & THE ALTA SETTLEMENT STATEMENT

ONCE THE COMMISSION CHECK IS RECEIVED FROM ESCROW WE WILL CONFIRM THAT THE COMPLETE
 PACKAGE IS IN TRANSACTION DESK & THE COMMISSION PAYMENT WILL BE DISBURSED TO BROKER