



FORT LEE, NJ
222 Bridge Plaza South, #580
Fort Lee, NJ 07024
T. 201 917 3830 F. 201 917 3831

PALISADES PARK, NJ
242 Broad Avenue
Palisades Park, NJ 07650
T. 201 944 5353

NEW YORK, NY
16 W 32nd Street, #702
New York, NY 10001
T. 212 560 8938 F. 212 273 9739

DULUTH, GA
3483 Satellite Blvd. Suite 201 South
Duluth, GA 30096
T. 404 913 5308

FILE CHECKLIST (NEW JERSEY – RESIDENTIAL SALE)

PROPERTY ADDRESS: _____

SELLER(S): _____

SALES ASSOCIATES(S): _____

Listing:

1. Consumer Information Statement
2. MLS Listing Agreement (MLS input sheet: optional)
3. MLS Listing Page
4. Informed Consent to Dual Agency
5. Commission Split Addendum
6. Seller's Property Disclosure Statement (signed by seller/agent)
7. Property Tax Report
8. Lead Based Paint Disclosure (if necessary, signed by seller)
9. Delayed Showing Form (if necessary)

Under Contract:

1. Sales Contract and any applicable addenda
2. Seller's Property Disclosure Statement (fully executed)
3. C Land Contact List Form
4. Initial Commission Statement
5. MLS Listing Page (buyer case)
6. Property Tax Report (buyer case)
7. Lead Based Disclosure Statement (if necessary, fully executed)

Post-Closing Items:

1. Commission Check & Check Copy
2. Final Commission Statement with Team Work Sheet/ Referral Fee Statement
3. Copy of CCO/CO
4. Closing Disclosure (HUD-1)
5. MLS Listing Paper with Status Changed (sold)