



THE POLARIS GROUP
LEADING YOU HOME

THE POLARIS GROUP LLP

7710 North Union Blvd, Suite 100K
Colorado Springs, CO 80920

AGENT DOCUMENT CHECKLIST — NEW BUILD

AGENT: _____

PROPERTY ADDRESS: _____

Is this your first submission for this file? **YES** **NO** DATE: _____

Check each box below if document
accompanies this form

Required

- MLS Sheet (if in MLS; use agent full report or similar setting if available)
- Exclusive Right to Sell/Buy Listing Contract signed by Agent & Seller
- Affiliated Business Disclosure
- Builder Sales Contract
- Source of Water (if not in Sales Contract)
- Earnest Money or Initial Deposit Receipt
- Closing Packet

If Applicable:

- Referral Agreement
- Referral Brokerage W-9
- Listing Contract Amend/Extend
- Title/Appraisal Objections
- Notice to Terminate
- Earnest Money Release
- Settlement Statement (if not in Closing Packet)
- Warranty Deed or Alternate (if not in Closing Packet)
- Closing Instructions (if executed and not in Closing Packet)
- TD-1000—Real Property Transfer Declaration (if not in Closing Packet)
- Bill of Sale (if not in Closing Packet)