



THE POLARIS GROUP
LEADING YOU HOME

THE POLARIS GROUP LLP

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

AGENT DOCUMENT CHECKLIST — SALE OR LISTING

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
- Contract to Buy and Sell Real Estate
- Earnest Money Receipt
- Sellers Property Disclosure Signed by Seller(s) & Buyer(s)
- Square Footage Disclosure Signed by Seller(s), Listing Agent & Buyer(s)
- Closing Packet

If Applicable:

- Referral Agreement
- Referral Brokerage W-9
- Listing Contract Amend/Extend
- Brokerage Duties Disclosure to Seller (if REO or Non-CREC listing agreements)
- Counterproposal
- Source of Water Addendum
- Lead Based Paint Obligations signed by Seller
- Lead-Based Paint Disclosure signed by Seller(s), Buyer(s), Listing Agent & Selling Agent
- Inspection Objection
- Inspection Resolution (or Inspection Objection with §2 signed by all Buyers)
- Agreement to Amend/Extend Contract
- Post-Closing Occupancy Agreement
- 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)

*****DOCUMENTS AND THIS FORM MAY BE SUBMITTED TO COMPLIANCE@THEPOLARISGROUP.NET*****