



## NEW FILE COVER SHEET

Buyer: \_\_\_\_\_

Seller: \_\_\_\_\_

Agent: \_\_\_\_\_

I represent the ☐ BUYER ☐ SELLER Expected Closing Date: \_\_\_\_\_

Property Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### **SELLER**

- ☐ New File Cover Sheet
- ☐ Exclusive Right of Sale Listing Agreement
- ☐ "Sellers" Property Disclosure OR
- ☐ "Condominium" Property Disclosure
- ☐ Sales Contract (FAR or FAR/BAR)
- ☐ Escrow Deposit Receipt
- ☐ Lead Base (if built before 1978)
- ☐ Mold Addendum
- ☐ Residential Data Entry-Signed
- ☐ Comprehensive Disclosure
- ☐ Broker Synopsis-Sold from MLS
- ☐ Addendums (if applicable)

### **BUYER**

- ☐ New File Cover Sheet
- ☐ Sales Contract (FAR or FAR/BAR)
- ☐ "Sellers" Property Disclosure OR
- ☐ "Condominium" Property Disclosure
- ☐ Vacant Land Contract
- ☐ Vacant Land Disclosure
- ☐ Exclusive Buyer's Brokerage Agreement
- ☐ Escrow Deposit Form
- ☐ Lead Base (if built before 1978)
- ☐ Mold Addendum
- ☐ Comprehensive Disclosure
- ☐ Broker Synopsis-Pending from MLS
- ☐ Addendums (if applicable)

### **CLOSING DOCUMENTS**

- ☐ Agent Commission Disbursement Form
- ☐ ALTA signed by Seller(s) and Buyer(s)
- ☐ Closed synopsis in MLS
- ☐ Paid at Closing Form
- ☐ Copy of Commission Check(s)

PLEASE EMAIL IN PDF ALL COMPLETED FILES TO: [DSOUZAREALTOR@GMAIL.COM](mailto:DSOUZAREALTOR@GMAIL.COM)  
PLEASE SEND EACH TRANSACTION SEPARATELY