



## Single Family/Townhome Seller File Checklist

PROPERTY ADDRESS: \_\_\_\_\_

### BUYER REPRESENTATION FORMS:

- Information about Brokerage Services (TAR-2501)
- Residential Listing Exclusive Right to Sell (TAR- 1101)
- Amendment to Listing (TAR- 1404)\*
- Sellers Disclosure Notice ( TAR- 1406)
- Request for Mortgage Information (TAR- 1413)\*
- Request for Information from an Owner's Association (TAR- 1405)\*
- Keybox Authorization by Tenant (TAR- 1411)\*
- Seller's Authorization to Release and Advertise Certain Information (TAR- 1412)\*
- Named Exclusions Addendum to Listing (TAR- 1402)
- MLS/Stewart Title Profile Report/CMA
- Survey\*
- Residential Real Property Affidavit T-47 (TAR- 1907)\*
- Previous Inspection Report\*
- Subdivision Information Including Re-sale Certificate of Property (TAR- 1923)\*
- Seller's Estimated Net Proceeds (TAR- 1935)

### UNDER CONTRACT FORMS:

- 1-4 Family Residential Contract (Resale) (TAR-1601)
- Seller's Temporary Residential Lease (TAR- 1910)
- Third Party Financing Condition Addendum (TAR- 1901)\*
- Seller's Disclosure Notice (TAR-1406)\* or confirmation they were sent
- Addendum for Property Subject to Mandatory Membership in an Owners Association (TAR-1922)\*
- Addendum for Seller's Disclosure on Lead Based Paint- built prior to 1978 (TAR-1906)\*
- Notice to a Purchaser of Real Property in a Water District\*
- Environmental Assessment Threatened or Endangered Species (TAR-1917)\*
- Non Realty Items Addendum (TAR-1924)\*
- Amendment(s)\* (TAR- 1903)
- Conditional Approval Letter/ Section 8 Initial Approval Letter\*
- Copy of Earnest Money and Option Fee Check(s)
- Structural Mechanical and Termite Inspection\*
- Title Commitment/Tax Certs
- Buyer's Walk Through (TAR- 1925)



- Settlement Disclosure Statement (Old HUD-1)
- Brokerage Commission Check

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- Notice of Buyer's Termination of Contract ( TAR- 1902)
- Release of Earnest Money (TAR- 1904)
- Previous property Executed Contract and supporting property specific documents
- Sellers Invitation to Buyer to Submit New Offer (TAR- 1926)
- Property Notes
- Properties Toured
- Additional Correspondence
- Buyer Notes