

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



## Broker Required Forms

The following forms are required by BR Realty™ to be in every Broker file. Legible copies & all signatures, including disclosures must be turned into the broker with in 24 hrs of opening escrow. SPDS and Buyers Inspection Notice must be turned in within 24 hours of the allotted time specified in the contract.

<u>Listings</u>	<u>Buyers</u>
<input type="checkbox"/> Agency Disclosure and Election <input type="checkbox"/> Profile Data Sheet <input type="checkbox"/> Legal Language (ER) <input type="checkbox"/> Plano (MLS Printout) - initialed <input type="checkbox"/> Seller <b>Property Disclosure Statement</b> <input type="checkbox"/> Buyers Inspection Notice / Sellers Response <input type="checkbox"/> Estimated Cost Sheet - initialed <input type="checkbox"/> Counter Offer and/or Addendum <input type="checkbox"/> Cure Period Notices <input type="checkbox"/> Dual Agency <input type="checkbox"/> Other –	<input type="checkbox"/> Agency Disclosure and Election <input type="checkbox"/> Residential Real Estate Purchase Contract (05) <input type="checkbox"/> Earnest Deposit Receipt <input type="checkbox"/> Settlement Statement (HUD 1) – Original <input type="checkbox"/> Plano (MLS Printout) <input type="checkbox"/> Seller <b>Property Disclosure Statement</b> <input type="checkbox"/> Buyers Inspection Notice / Sellers Response <input type="checkbox"/> Buyer/Broker Agreement <input type="checkbox"/> Counter Offer and/or Addendum <input type="checkbox"/> Cure Period Notices <input type="checkbox"/> Dual Agency <input type="checkbox"/> FHA Inspection Document (if necessary) <input type="checkbox"/> Other –
Disclosures*	Copies
S B <input type="checkbox"/> <input type="checkbox"/> <b>Fair Housing Disclosure</b> <input type="checkbox"/> <input type="checkbox"/> Lead Based Paint Disclosure (Pre 1978)_____ <input type="checkbox"/> <input type="checkbox"/> Loan Status Report & Updates <input type="checkbox"/> <input type="checkbox"/> Market Conditions Advisory <input type="checkbox"/> <input type="checkbox"/> Home Contingency form <input type="checkbox"/> <input checked="" type="checkbox"/> Receipt for <b>Buyer Advisory Acknowledgment</b> <input type="checkbox"/> <input checked="" type="checkbox"/> Home Inspection – Why you should obtain one <input type="checkbox"/> <input checked="" type="checkbox"/> Home Warranty / Home Inspection Disclosure <input type="checkbox"/> <input checked="" type="checkbox"/> Swimming Pool Disclosure & Booklet <input type="checkbox"/> <input checked="" type="checkbox"/> Buyer Pre-closing Walk-through <input type="checkbox"/> <input type="checkbox"/> Other _____	<input type="checkbox"/> Home Inspection <input type="checkbox"/> Home Warranty order confirmation <input type="checkbox"/> Power of Attorney <input type="checkbox"/> Trust Deed <input type="checkbox"/> Completed Critical Date List – at COE <input type="checkbox"/> Other _____

\*All disclosures listed are required to be in every listing and/or purchase file. Disclosures can be printed from the company web site. All new Contingencies and AAR Forms can be found on Zip Forms. They are to be signed and initialed by all parties required on the form. Lead Based Paint (1978 and earlier) must be signed by both buyer and seller. All Copies are to be in the office file if they are relevant to the contract. **Commission checks will not be issued until broker files are complete.**