



Commercial Property (Lease):

Office Industrial Land Retail Warehouse

1. Please provide the following list of contracts, disclosures and associated forms per each transaction.
2. Compliance must approve closing package before file is sent to Accounts Payable Division.
3. All Closing Packages will be reviewed twice (2x) to insure a complete file. Each additional review by Compliance will be documented. A \$50 fee per each additional review will be assessed to Agent Account.

Document Checklist

- Nationwide Fax Cover Sheet & Checklist
- Nationwide Company Disclosure
- Exclusive Authorization / Listing Agreement
- Property Profile: MLS and/or LoopNet Sheets
- Completed Flyer (if applicable) (if Nationwide represents Landlord)
- Letter of Intent to Lease (if applicable)
- FEMA Map (fema.gov)
- Flood Zone Disclosure & MAP - If in flood zone (signed by Landlord and Tenant)
- Radon Gas & Mold Disclosure (if Nationwide represents Landlord)
- Counter Offer(s) (if applicable)
- Conversation Log (if applicable)
- Contract Addendum (if applicable)
- Co-Broker Agreement (if applicable)
- Fully Executed Lease
- Copy of Deposit Check /Signed Receipt for Deposit
- Commission Invoice/Demand for Payment
- Copy of Commission Check
- Commission Sheet
- Commercial Yard Sign removed (if Nationwide Listing)