

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 up to two times (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 Agents Account.

Document Checklist

- Broker Fax Cover Sheet & Checklist
- Open Office Escrow and MLS Sheets
- Copy of Deposit Check and Trust Fund Log Sheet (if Nationwide represents Buyer)
- Receipt for Deposit from Title Company (if Nationwide represents Buyer)
- Nationwide Company Disclosure
- Nationwide Short Sale Letter (Mandatory when Nationwide represents the Seller on a Short Sale)
- Listing Agreement & Seller's Advisory (if Nationwide represents Seller)
- Purchase Contract/Addendums/Counter Offers with the following:
  - Buyer's Inspection Advisory
  - Agency Disclosure
  - Disclosure & Consent for Representation of More than One Buyer or Seller
  - Statewide Buyer and Seller Advisory
  - Market Conditions Advisory
  - Wood Destroying Pest Addendum (if applicable)
- Final Closing Statement (both Buyers and Sellers)
- Proof Home Warranty was paid (if applicable)
- Escrow Instructions (signed by both Buyers and Sellers)
- Commission Instructions
- Preliminary Title Report (signed by both Buyers and Sellers)
- Structural Pest Control Report and Certification (signed by Buyers)
- Transfer Disclosure Statement with the following:
  - Agent Visual Inspection Disclosure
  - Local Option/Right to Farm
  - Seller Property Questionnaire
- Smoke Detector Statement of Compliance (signed by both Buyers and Sellers)
- Water Heater Statement of Compliance (signed by both Buyers and Sellers)
- Wood Burning Heater Statement of Compliance (signed by both Buyers and Sellers) (if applicable)
- Receipt for Environmental Hazards & Earthquake Guide (signed by Buyers)
- Residential Earthquake Hazards Report if Pre-1960 (signed by both Buyers and Sellers)
- Lead-Based Paint Disclosure if Pre-1978 (signed by both Buyers and Sellers)
- Natural Hazard Disclosure Report & Special Tax Assessment (signed by both Buyers and Sellers)
- Buyer's Inspection Waiver (if applicable)
- FHA Importance of a Home Inspection (Required on FHA loans)
- Receipt for Delivery of Condo/PUD/Association Documents/CC&R's (if applicable)
- For Tenant Occupied Property: Copies of Estoppel Certificate & Rental Agreements
- Property Inspections:
  - ( ) Whole House      ( ) Fireplace      ( ) Well ( ) Roof ( ) Pool      ( ) Septic
- Yard Sign removed (if Nationwide Listing)

