



Commercial Property:

() 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 Seller)
- () Letter of Intent to Purchase (if applicable)
- () Conversation Log (if applicable)
- () Purchase Contract
- () Copy of Deposit Check /Signed Receipt for Deposit
- () CAR Agency Disclosure
- () CAR Disclosure and Consent to Represent More than One Buyer or Seller
- () CAR FIRPTA (AS-11)
- () Cooperating Broker and Commission Agreement
- () Counter Offer(s) (if applicable)
- () Contract Addendum(s) (if applicable)
- () Natural Hazard Disclosure (NHD)
- () Mold Disclosure (if Geneva represents Seller)
- () Buyers Inspection Advisory (BIA) (if applicable)
- () Owner's Guide Book to Earthquake & Safety (-1975)
- () Seller Finance Disclosure (SFA) (if applicable)
- () Escrow Instructions/Preliminary Title Report
- () Final Closing Statement (HUD)
- () Commission Invoice/Demand for Payment
- () Copy of Commission Check
- () Commission Sheet
- () Loopnet/MLS/Daily Log (Rmvd/Sold) (if Nationwide represents Seller)
- () Commercial Yard Sign removed (if Nationwide Listing)

