

MGR REAL ESTATE CHECKLIST COMMERCIAL SALE

[Must be submitted to Management, by Agent, within 5 days of opening the sales transaction.]

MGR Agent Information

(1) Name _____ (2) Name _____

Listing Procuring Sold w/business? Yes No

Client Information

Name _____ Sale Price _____

Property Address _____

File Checklist

✓	Item	Submitted By	Date	Received By	Date
	1 Flow Sheet/Transaction Log				
	2 Buyer/Seller Closing Statement				
	3 Receipt from escrow for deposit				
	4 Log deposit check in trust ledger				
	5 Listing Agreement -or- MLS print out if buyer's agent				
	6 Purchase Agreement				
	7 Real Estate Agency Confirmation				
	8 Letter of Intent				
	9 Cooperating Broker Compensation Agreement				
	10 Counter offers / addendums				
	11 MGR Addendum Disclosure				
	12 Seller's Mandatory Disclosure Statement				
	13 Property Information Sheet				
	14 Escrow instructions and all amendments				
	15 Property profile (REQUIRED)				
	16 Preliminary Title Report				
	17 NHD Disclosure Report with Third Party				
	18 Phase 1 / 2 Report and/or E.I.R.				
	19 Property Inspection (other than above)				
	20 Estoppels forms from tenants				
	21 In-house Agent Commission Agreement				
	Other supporting documents:				
	22				
	23				
	24				
	25				
	26 Sign down order				
	27 Sale report printout from MLS (if Listing Agent)				

File Approval

Manager's Signature _____ Date _____

