

Forms To Be Prepared For Compliance

Residential Buy Side Forms

Under Contract: SUBMIT asap once ALL are complete. This could be two weeks before close or two days before closing. **NOT** on or after the day of closing!

Starting to work with your client:

- NC** Working With Real Estate Agents / **SC** Disclosure of Brokerage
- NC 201** - Buyer Agency Agreement / **SC 130** Exclusive Right To Buy
- Professional Services Disclosure - *found in KW687-SC file in DocuSign*

Putting In Your Offer:

- NC 2-T** Offer To Purchase / **SC 310** Agreement to Buy & Sell Real Estate
- Residential Property Disclosure - *found attached to MLS already signed by seller*
 - Residential Property Disclosure HOA Addendum - *if applicable*
- MOG (**NC**) - *found attached to MLS already signed by seller*
- Lead Based Paint (*homes prior to 1978*) - *found attached to MLS already signed by seller*
- SC 504** -Sale of Buyer's Real Property Contingency - *if applicable*
- FHA / VA Financing Addendum - *if applicable*
- SC 390** Agreement / Amendment / **NC 2A2-T** Additional Provisions - *if applicable*
- Pre-approval letter

Offer Accepted: Under Contract:

- SC** Escrow Acknowledgement / **NC** last page of 2-T OTP Acknowledgement of Earnest Money Receipt - *signed by attorney*
- FSBO: NC 770** Confirmation of Compensation / **SC 120** Compensation Agreement
- SC 525** Repair Addendum / **NC 310** Due Diligence Request and Agreement
- SC 390** Addendum / Amendment To / **NC 4T** Agreement to Amend Contract - *if applicable*
- Designated Agency Agreement (BIC signature REQUIRED) - *if applicable*
- Dual Agency Agreement (BIC signature REQUIRED)- *if applicable*

*****MLS UC screenshots required for compliance*****

Closed: SUBMIT day of close or asap on receipt of FULLY signed CD

- Signed Closing Disclosure
- Termite Letter - *if applicable*
- Home Warranty Invoice - *if applicable*

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Residential Listing Forms

List: SUBMIT within 2 Days of MLS Live

- NC** Working With Real Estate Agents / **SC** Disclosure of Brokerage
- NC 101 / SC 220** - Exclusive Right To Sell Listing Agreement
- Securing of Valuables - *KW687-SC folder in Docusign*
- Residential Property Disclosure
 - Residential Property HOA Addendum
- MOG (NC)
- Lead Based Paint (*homes prior to 1978*)
- Coming Soon No Show Status: Seller Authorization - *Found in CanopyMLS file in Docusign - if applicable*
- Seller Net Sheet creation and review - *available in MLS & Docusign*
- Home Measurements documentation

****MLS Active & KWLS Active screenshots required for compliance****

****Screenshot of Showingtime instructions required for compliance****

Under Contract: SUBMIT ASAP all are complete. *This could be two weeks before close or two days before closing. NOT after closing!*

- NC 2-T Offer To Purchase / SC 310 Agreement to Buy & Sell Real Estate** - *Signed by both sides*
- Residential Property Disclosure - *signed by both sides*
 - Residential Property Disclosure HOA Addendum - *if applicable - signed by both sides*
- SC** Escrow Acknowledgement / **NC** last page of 2-T OTP Acknowledgement of Receipt of Monies- *signed by attorney*
- MOG (**NC**) - *signed by both sides*
- Lead Based Paint (*homes prior to 1978*) - *signed by both sides*
- SC 504** -Sale of Buyer's Real Property Contingency - *signed by both sides*
- FHA / VA Financing Addendum - *if applicable-signed by both sides*

- SC 390** Agreement / Amendment / **NC 2A2-T** Additional Provisions - *if applicable*
-signed by both sides
- SC 391** Clauses for Addendum to Agreement to Buy and Sell Real Estate **NC 2A11-T** Additional Provisions Addendum - *if applicable* - *After ratification of contract changes are to be made*

*****MLS UC screenshots required for compliance*****

Closed: SUBMIT day of closing or asap of receipt of fully signed CD

- Signed Closing Disclosure
- Termite Letter - *if applicable*
- Home Warranty Invoice - *if applicable*

*****MLS Closed & KWLS Sold screenshots required for compliance*****