

Forms To Be Prepared For Compliance

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
 - Permit/Septic Form
 - **MLS Active Active screenshot required for compliance****
 - **Screenshot of Showingtime instructions required for compliance****
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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, Due Diligence Fee signed by seller*
- 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****
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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 screenshot required for compliance****

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
- NC 220 Compensation Agreement
- NC 770 Additional Compensation agreement (use if getting additional compa
- 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:

- NC 2-T** Offer to Purchase **SIGNED** / **SC 310** Agreement to Buy & Sell Real Estate **SIGNED**
- SC** Escrow Acknowledgement / **NC** last page of 2-T OTP Acknowledgement of Earnest Money Receipt - *signed by attorney, Due Diligence Fee signed by seller*

- 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*
 - Permit/septic form
 - **MLS UC screenshots required for compliance*****
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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*