

CENTURY 21 ALL-PRO CONTRACT CHECKLIST

Property Address _____ C21 Agent _____

For a new listing we need:

- Agency Disclosure Addendum
- Legal Description
- Century 21 Franchise
- Sellers Disclosure
- Lead Base Paint (if needed)
- Radon / Microbial
- Methamphetamine
- Home Warranty commitment
- Exclusive Right to Sell
- MLS Input form
- C21 listing checklist

Management Only:

- List Date _____
- MLS# _____
- LockBox _____
- Ownership _____
- Checked _____
- Board _____
- Log _____

For a sale we need:

- Transaction Worksheet
 - Earnest Money if our listing, if not a copy
 - Contract
 - Finance Addendum
 - Legal Description
 - Franchise - CENTURY 21
 - Home Warranty commitment
 - Agency Disclosure Addendum
 - Sellers Disclosure
 - Radon / Microbial
 - Methamphetamine
 - Buyers Pre-Approval Letter
 - Exclusive Buyers Agency
- Optional forms that may be needed:
- Inspection Notice
 - Resolution Of Unacceptable Conditions
 - FHA Loan inspection form
 - Lead Base Paint
 - Contingency
 - Counter Offer
 - Personal Property Private Purchase
 - FSBO Permission to show / Commission agreement
 - Century 21 Mortgage Disclosure for buyers sides

Management Only:

- Close Date _____
- Checked _____
- Board _____
- Log _____

Management only area.

- MLS Status Pending
- Order Title
- Earnest \$ Deposited
- Sign and lockbox turned in
- Signed HUD for file / both sides
- MLS Closed
- Commission Letter sent
- Copy of MLS sheet
- Clean file / Date _____