



Checklist – Buyer

Date _____ NRC Agent _____

Property Address _____

Required Pending Paperwork

- | | |
|--|---|
| <input type="checkbox"/> Copy of EMD | <input type="checkbox"/> Mortgage Letter / Proof of Funds |
| <input type="checkbox"/> Agency Disclosure Form | <input type="checkbox"/> Purchase Agreement |
| <input type="checkbox"/> Lead-Based Paint Disclosure | <input type="checkbox"/> Sellers Disclosure Statement |
| <input type="checkbox"/> Affiliated Business Disclosure | <input type="checkbox"/> Wire Fraud Acknowledgement |
| <input type="checkbox"/> Exclusive Buyer Agency Contract | |

Required Closed Paperwork

- | | |
|--|--|
| <input type="checkbox"/> Copy of Deed | <input type="checkbox"/> Buyer & Seller Statements |
| <input type="checkbox"/> Copy of ALL Closing Documents | |

Additional Paperwork – If Applicable

- Acknowledgment & Release – If Multiple Offers
- Home Warranty
- Referral Agreement
- Any Additional Addendum(s) / Disclosure(s)

Notes _____

Please note.... ALL paperwork MUST be uploaded in Sky Slope. Thank you.

Seller Name _____

E-mail _____

Cell # _____ Home # _____ Work # _____

Home Address _____

Seller Name _____

E-mail _____

Cell # _____ Home # _____ Work # _____

Home Address _____

Buyers Broker _____ ID # _____

Address _____

Agent Name _____ ID # _____

Office Phone _____ Agent Phone _____

Agent E-mail _____

Additional Info _____

Mortgage Company _____ Phone # _____

Address _____

Loan Officer _____ Phone # _____

E-mail _____

Additional Info _____

Title Company _____ Phone # _____

Address _____

Contact Person _____ Phone # _____

E-mail _____

Additional Info _____
