



Checklist – Dual Agency

Date _____ NRC Agent _____

Property Address _____

Required Listing Paperwork

- | | |
|---|---|
| <input type="checkbox"/> Agency Disclosure – SELLER | <input type="checkbox"/> Exclusive Right to Sell Contract |
| <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"/> Showing Instructions | |

Required Pending Paperwork

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

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

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

- At listing... Seller(s) signs an Agency Disclosure – Check Sellers Agent
- Offer... Buyer(s) signs an Exclusive Buyers Contract & an Agency Disclosure – Check Dual Agent
- Acceptance... Seller(s) signs an Agency Disclosure – Check Dual Agent

Seller(S) Name _____

E-mail _____

Cell # _____ Home # _____ Work # _____

Home Address _____

Buyer(s) Name _____

E-mail _____

Cell # _____ Home # _____ Work # _____

Home Address _____

Mortgage Company _____ Phone # _____

Address _____

Loan Officer _____ Phone # _____

E-mail _____

Additional Info _____

Title Company _____ Phone # _____

Address _____

Contact Person _____ Phone # _____

E-mail _____

Additional Info _____

Notes _____
