



Checklist – Transaction Coordinator

Date _____ NRC Agent _____

Property Address _____

Required Pending Paperwork

- | | |
|--|---|
| <input type="checkbox"/> Copy EMD | <input type="checkbox"/> Mortgage Letter / Proof of Funds |
| <input type="checkbox"/> Purchase Agreement | <input type="checkbox"/> Agency Disclosure |
| <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"/> Notice of Transaction Coordinator | |

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
- Any Additional Addendum(s) / Disclosure(s)

Please Note...

- You can only be a Transaction Coordinator if the buyer and seller have already agreed on price and terms. If you'll be helping them negotiate, then you're a dual agent.
- If at any point in the transaction (after inspection / appraisal) you are helping the buyer and seller renegotiate price and/or terms, you'll need to switch to dual agency.
- Seller does NOT need to sign an Exclusive Right to Sell Contract.
- Buyer does NOT need to sign an Exclusive Buyer Agency Agreement.
- Per the Code of Ethics, we are required to upload TC transactions in the MLS. This is typically done after the property closes.

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 _____
