

**Contract File Checklist: Fidelity Realty**

**Property Address:** \_\_\_\_\_

**Agent's Name:** \_\_\_\_\_

**Note:** Original documents are kept in the Office files, agents are to make copies for their personal files

**Sale**

**New Listings**

	MLS Printout (C or P)
	Tax Star
	Duties Owed
	Consent to Act (if applicable)
	Buyer Agency Agreement
	Offer & Acceptance
	Counter Offer(s) if any
	Repair Inspection Addendum
	SRPD
	Pest/Construction Defect
	Water Damage Disclosure
	Mold Disclosure
	Lead Based Paint (prior to 1978)
	Meth Lab Disclosure
	Hazardous Materials Disclosure
	Residential Disclosure Guide
	Homeowner's Insurance Claim
	For Your Protection- Home Inspection (VA)
	Waivers- Inspection/Warranty
	Addendum to Purchase Agreement- CIC
	Before You Purchase... (CIC)
	Condo Conversion Disclosure
	Certificate of Resale
	Buyer's Cost/Net Sheet
	Home Warranty Confirmation
	Earnest Money Receipt
	Walk-Thru or Waiver
	Escrow Instructions
	Order to Pay Commission

	MLS Printout (ER)
	Tax Star
	Duties Owed
	Consent to Act
	Listing Agreement
	Listing Agreement Add for CIC
	Tenant Keybox Authorization
	MLS Data Input
	SRPD
	Lead Based Paint (if app)
	Pest/Construction Defect
	Water Damage Disclosure
	Mold Disclosure
	Meth Lab Disclosure
	Hazardous Materials Disclosure
	Homeowner's Insurance Claim
	Seller's Cost/Net Sheet
	Comparable Market Analysis
	Instruction to Withhold from MLS
	MLS Change Order

**Listing Sold**

	MLS Printout (C or P)
	Tax Star
	Duties Owed
	Consent to Act
	Offer & Acceptance
	Counter Offer(s) if any
	Personal Property Addendum
	SRPD
	Walk-Thru or Waiver
	Addendum to CIC
	Certificate of Resale
	Mold Disclosure
	Water Damage Disclosure
	Pest/Construction Defect
	Meth Lab Disclosure
	Lead Based Paint (Before 1978)
	Homeowner's Insurance Claim
	Hazardous Materials Disclosure
	Earnest Money Receipt
	Escrow Instructions
	Order to Pay Commission

**\*\*\* Please place these documents in the order as they appear in the corresponding checklist.**

**Paychecks will not be issued until the office file is complete.**

**zip forms are preferred, but not mandatory zip forms can be found at [www.lasvegasrealtor.com](http://www.lasvegasrealtor.com)**