



Contract Checklist RUSA

Only fax/email items 1-12 requested on this form to the office.

Make sure you give **your** home fax number and other phone numbers to Title Co., Loan Officers, Inspectors, etc.

Do not give out the office fax number to anyone.

480-281-1591 is for agents to fax in paperwork only. realtyusaoffice@cox.net

All other paperwork is to be faxed or sent to **your** home office, such as Home Inspection, C,C&R's, Termite Report, Preliminary Title Reports and HOA Bylaws which **do not** get faxed to the office.

Property Address _____ City _____ Zip _____ Year Built _____

Include a clear, legible and normal size copy of the paperwork you're turning in. Failure to turn in 1-7 all together with the contract will result in a \$50.00 office reprocessing fee.

Date Faxed

1. _____ **A: Title Officer Instructions, B: Buyers and Sellers Earnest Money Agreement** – Must be sent to Title officer at the start of escrow.
2. _____ **Purchase Contract** – All nine pages of the contract with **initials, dates and signatures (especially Page 9)**.
3. _____ **Agency Disclosure and Election (READE)** – Be sure to check the proper agency relationship.
4. _____ **A: Disclosure and Release, B: Financial Disclosure and Release (if needed)** – Have your client read, understand and sign these forms before the purchase contract.
5. _____ **For Your Protection Get A Home Inspection (required with FHA Sales)** – It's very important they Sign, date and **understand** this form.
6. _____ **Commission Disbursement Form (CDF)** – The math deductions shall be done by the agent prior to Being sent into the Brokers Processing Center for Broker's approval. Include the gross sale price.
7. _____ **A: Short Sale Addendum, B: As Is Addendum** – If necessary.
8. _____ **Earnest Money Receipt** – Must be turned in within **24 hours** of acceptance of any contract as required By the Department of Real Estate.

Required to be turned in before the close of escrow along with a fax cover sheet identifying Agent, property address, Buyer and Seller. Failure to turn in 9 – 12 before the close of escrow will result in a \$50.00 office fee.

9. _____ **SPDS** – All initials, signatures and dates required by both seller and buyer.
10. _____ **Lead Based Paint (LBP)** – All initials, signatures and dates required if built in **1978 or before**.
11. _____ **Buyers Inspection Notice & Sellers Response Addendum (BINSR)** – Whether your Buyer is having an inspection or waiving it, please have them sign this form. You do not need to include the inspection list.
12. _____ **Final Walk Through Inspection**