



Checklist for Closed

Agent Name (printed): _____ Date: _____

Property Address: _____

Other Licensee Name/Company/Phone Number: _____

MLS# _____ Sales Price: \$ _____

Seller Name(s): _____ Buyer Name(s): _____

Required Paperwork for CLOSED Files:

1 **All items on the Pending checklist** have been completed.

One of the following three:

2 **TN Residential Property Condition Disclosure Update** (RF 202), signed first by the sellers and then by the buyers.

3 Property Condition Exemption (RF 203) OR Property Condition Disclaimer Statement (RF 204) was filed earlier and checked off Pending checklist (no additional form needed).

4 Sale was Land only, or Commercial, or Multifamily with 5 or more units (no form needed).

5 **HUD-1 Settlement Statement** --- The names, addresses, sales price, earnest money amount, commission amount, dates, and other information on the HUD-1 must match those on the contract and all other documents.

6 **Commission Check** payable to *The Realty Association*.

One of the following two:

7 **Referral Agreement** showing _____% of total gross commission to be paid as a referral fee. Signed by referring side and receiving side. Referring Company Name: _____ (If not *The Realty Association*, include a **W9** form)
Mailing Address: _____

8 This transaction did not result from a referral (no referral agreement needed).

One of the following two:

9 If agent's listing: **MLS Printout** showing "Closed" status.

10 If another agent's listing or Non-MLS listing, no additional printout required.

No commission checks can be written until all paperwork is on file with all required signatures.