



# Checklist for Pendings (or *Active with Contingency*)

Agent Name (printed): \_\_\_\_\_ Date: \_\_\_\_\_

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

Other Licensee Name/Company/Phone Number: \_\_\_\_\_

MLS# \_\_\_\_\_ Sales Price: \$ \_\_\_\_\_

Seller Name(s): \_\_\_\_\_ Buyer Name(s): \_\_\_\_\_

## Required Paperwork for Pending Files:

*One of the following three:*

- 1  **Listing Agreement** (use the 1 page Realty Association version), signed by sellers and listing agent
- 2  **Buyer Agency Agreement** (use the 1 page Realty Association version), signed by buyers and buyers' agent
- 3  Facilitator Status -- agent has no written agency agreement with either party (no agency agreement needed)
- 4  **Confirmation of Agency** (RF 302). Use *Designated Agent* box for either Seller or Buyer (to match agency agreement or the Change in Agency [RF 303] if status changed), or *Facilitator* box if there is no agency agreement, signed by all
- 5  **Disclaimer Notice** (RF 304), signed by buyers and sellers

*One of the following two:*

- 6  **Personal Interest Disclosure and Consent** (RF 305), only if agent has personal interest, signed by sellers and agent
- 7  Agent does not have a personal interest in the transaction (no additional form needed)

*One of the following four:*

- 8  **TN Residential Property Condition Disclosure** (RF 201), signed by sellers and then buyers
- 9  **TN Residential Property Condition Exemption Notification** (RF 203), signed by sellers and then buyers
- 10  **TN Residential Property Condition Disclaimer Statement** (RF 204), signed by sellers and then buyers
- 11  Sale is Land only, or Commercial, or Multifamily with 5 or more units (no form needed)

*One of the following two:*

- 12  **Lead Based Paint Disclosure** (RF 209), only if property built in 1977 or earlier, signed by sellers and then buyers.
- 13  Property is exempt because it was built in 1978 or later, or is Land only, or non-resident Commercial (no form needed)

*One of the following two:*

- 14  **Impact Fees Disclosure** (RF 207), only for Residential new construction, signed by builder and then buyers.
- 15  Property is not Residential new construction (no form needed).

*One of the following two:*

- 16  **Subsurface Sewage System Permit Disclosure** (RF 208), only for Residential new construction on a septic system.
- 17  Property is not Residential new construction on a septic system (no form needed).

- 18  **Purchase and Sale Agreement** (RF 401) with all **Counteroffers** (RF 651), all **Addendums**, all **Amendments** (including Short Sale Amendment [RF 659] if short sale), all Extensions, all Exhibits, etc, signed by all parties.

- 19  **Compensation Agreement between Listing and Selling Broker** (RF 702).

*One of the following two:*

- 20  **Earnest Money check** in the amount of \$ \_\_\_\_\_ payable to The Realty Association (No Cash!).
- 21  Another Party or Broker is holding the Earnest Money as stated in the contract, or there is no earnest money.

*One of the following three:*

- 22  If agent's listing: **MLS Printout** showing *Pending* or *Active with Contingency* status.
- 23  If another agent's listing: **MLS Printout** showing any status (for property information purposes).
- 24  If Non-MLS listing: no printout needed.