



The Realty Association Checklist

Agent Name (printed): _____ **Date:** _____
Property Address: _____
Other Licensee Name/Company/Phone Number: _____
MLS# _____ **Sales Price: \$** _____
Seller Name(s): _____ **Buyer Name(s):** _____

Pending File Paperwork

<i>One of the following three:</i>				Initials
<input type="checkbox"/> TAR Listing Agreement (RF 101)	<input type="checkbox"/> Sellers	<input type="checkbox"/> Listing Agent		
<input type="checkbox"/> TAR Buyer Agency Agreement (RF141)	<input type="checkbox"/> Buyers	<input type="checkbox"/> Buyer's Agent		
<input type="checkbox"/> TAR Written Agreement with Buyer Before Touring a Home (RF145 2pg)	<input type="checkbox"/> Buyers	<input type="checkbox"/> Buyer's Agent		
<input type="checkbox"/> Confirmation of Agency (RF 302)	<input type="checkbox"/> Sellers	<input type="checkbox"/> Listing Agent	<input type="checkbox"/> Buyers	<input type="checkbox"/> Buyer's Agent
<input type="checkbox"/> Disclaimer Notice (RF 304)	<input type="checkbox"/> Sellers	and/or		<input type="checkbox"/> Buyers
<input type="checkbox"/> Wire Fraud Warning (RF 308)	<input type="checkbox"/> Sellers	and/or		<input type="checkbox"/> Buyers
<i>One of the following two:</i>				
<input type="checkbox"/> Personal Interest Disclosure and Consent (RF 305)	<input type="checkbox"/> Sellers	<input type="checkbox"/> Buyers	<input type="checkbox"/> Agent	
<input type="checkbox"/> TRA Agent does not have a personal interest.	<input type="checkbox"/> Other Agent has a personal interest		<input type="checkbox"/> Sellers	<input type="checkbox"/> Buyers
<i>One of the following four:</i>				
<input type="checkbox"/> TN Residential Property Condition Disclosure (RF 201)	<input type="checkbox"/> Sellers	<input type="checkbox"/> Buyers		
<input type="checkbox"/> TN Residential Property Condition Exemption Notification (RF203)	<input type="checkbox"/> Sellers	<input type="checkbox"/> Buyers		
<input type="checkbox"/> TN Residential Property Condition Disclaimer Statement (RF 204)	<input type="checkbox"/> Sellers	<input type="checkbox"/> Buyers		
<input type="checkbox"/> Sale is <input type="checkbox"/> Land, <input type="checkbox"/> Commercial, or <input type="checkbox"/> Multifamily with 5 or more units (no form needed)				
<i>One of the following two:</i>				
<input type="checkbox"/> Lead Based Paint Disclosure (RF 209)—if property built before 1978.	<input type="checkbox"/> Sellers	<input type="checkbox"/> Buyers	<input type="checkbox"/> Buyer ✓	
<input type="checkbox"/> Property was built in 1978 or later.	<input type="checkbox"/> Listing Agent	<input type="checkbox"/> Buyer's Agent		
<i>One of the following two:</i>				
<input type="checkbox"/> Impact Fees Disclosure (RF 207), only for new construction.	<input type="checkbox"/> Sellers	<input type="checkbox"/> Buyers	<input type="checkbox"/> Amount	
<input type="checkbox"/> Property is not new construction.	<input type="checkbox"/> Seller refused to provide			
<i>One of the following two:</i>				
<input type="checkbox"/> Subsurface Sewage System Permit Disclosure (RF 208) for new construction on a septic system.	<input type="checkbox"/> Sellers	<input type="checkbox"/> Buyers		
<input type="checkbox"/> Property is not new construction and/or not on a septic system.				
<input type="checkbox"/> Purchase and Sale Agreement (RF 401) with all Counteroffers (RF 651), Addendums , Amendments , Extensions, Exhibits, etc.	<input type="checkbox"/> Sellers	<input type="checkbox"/> Buyers	<input type="checkbox"/> Binding Agreement	
<input type="checkbox"/> Compensation Agreement between Listing and Selling Broker (RF 702)	<input type="checkbox"/> Listing Side	<input type="checkbox"/> Selling Side		
<i>One of the following two:</i>				
<input type="checkbox"/> Trust Money check in the amount of \$ _____.	<input type="checkbox"/> Rec'd _____	<input type="checkbox"/> Dep'd _____		
<input type="checkbox"/> Another party is holding the Trust Money or there is no trust money.				
<i>One of the following three:</i>				
<input type="checkbox"/> If agent's listing: Under Contract-Showing or Under Contract-Not Showing MLS Printout .				
<input type="checkbox"/> If another agent's listing: MLS Printout for property information purposes.				
<input type="checkbox"/> If Non-MLS listing, no printout required.				

Closed File Paperwork

<i>One of the following three:</i>			
<input type="checkbox"/> TN Residential Property Condition Disclosure Update (RF 202)	<input type="checkbox"/> Sellers	<input type="checkbox"/> Buyers	
<input type="checkbox"/> Property Condition Exemption (RF 203) OR Property Condition Disclaimer Statement (RF 204) was filed earlier.			
<input type="checkbox"/> Sale was Land, Commercial, or Multifamily with 5 or more units-no additional form needed.			
<input type="checkbox"/> HUD-1 Settlement Statement --- All information must match with the contract.	<input type="checkbox"/> Sellers	<input type="checkbox"/> Buyers	
<input type="checkbox"/> Commission Ck to match Settlement Statement.			
Delivery method: <input type="checkbox"/> Print / <input type="checkbox"/> ACH Date: Mailed / Sent / Pickup: _____ Amount of comm.: \$ _____ Confirmation <input type="checkbox"/>			
<i>One of the following two:</i>			
<input type="checkbox"/> Referral Agreement	Company _____	Referral % _____	<input type="checkbox"/> W9 (if not TRA) <input type="checkbox"/> Refer.Side <input type="checkbox"/> Recv.Side
<input type="checkbox"/> This transaction did not result from a referral.			
<i>One of the following two:</i>			
<input type="checkbox"/> Our agent's listing: Closed MLS Printout .			
<input type="checkbox"/> Not our agent's or Non-MLS listing.			