



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

One of the following three:

- | | | | |
|---|----------------------------------|--|----------------|
| <input type="checkbox"/> TAR Listing Agreement (RF 101) | <input type="checkbox"/> Sellers | <input type="checkbox"/> Listing Agent | Initials _____ |
| <input type="checkbox"/> TAR Buyer Agency Agreement (RF141) | <input type="checkbox"/> Buyers | <input type="checkbox"/> Buyer's Agent | _____ |
| <input type="checkbox"/> Facilitator Status — no agency agreement needed. | | | _____ |

Confirmation of Agency (RF 302) Sellers Listing Agent Buyers Buyer's Agent _____

Disclaimer Notice (RF 304) Sellers and/or Buyers _____

Wire Fraud Warning (RF 308) Sellers and/or Buyers _____

One of the following two:

- | | | | | |
|--|--|----------------------------------|---------------------------------|--------------------------------------|
| <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 | <input type="checkbox"/> Agent _____ |

One of the following four:

- | | | | |
|--|----------------------------------|---------------------------------|-------|
| <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 | <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) | | | _____ |

One of the following two:

- | | | | | |
|--|--|--|----------------------------------|-------|
| <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 | | _____ |

One of the following two:

- | | | | | |
|--|--|---------------------------------|---------------------------------|-------|
| <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 | | | _____ |

One of the following two:

- | | | | |
|---|----------------------------------|---------------------------------|-------|
| <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. | | | _____ |

Purchase and Sale Agreement (RF 401) with all Counteroffers (RF 651), Addendums, Amendments, Extensions, Exhibits, etc. Sellers Buyers Binding Agreement _____

Compensation Agreement between Listing and Selling Broker (RF 702) Listing Side Selling Side _____

One of the following two:

- | | | | |
|---|--------------------------------------|--------------------------------------|-------|
| <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. | | | _____ |

One of the following three:

- | | |
|---|-------|
| <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

One of the following three:

- | | | | |
|---|----------------------------------|---------------------------------|-------|
| <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. | | | _____ |

HUD-1 Settlement Statement --- All information must match with the contract. Sellers Buyers _____

Commission Ck to match Settlement Statement.
Delivery method: Print / ACH Date: Mailed / Sent / Pickup: _____ Amount of comm.: \$ _____ Confirmation. _____

One of the following two:

- | | |
|--|-------|
| <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. | _____ |

One of the following two:

- | | |
|--|-------|
| <input type="checkbox"/> Our agent's listing: Closed MLS Printout. | _____ |
| <input type="checkbox"/> Not our agent's or Non-MLS listing. | _____ |