



Paperwork Checklist

Agent Name (printed): _____ Date: _____

Property Address: _____

Cooperating Agent (if any) Name/Company/Phone Number: _____

MLS# _____ Sales Price: \$ _____

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

One of the following three:

- Listing Agreement (TRA one-page version preferred) + Showing Instructions
- Buyer Agency Agreement (TRA one-page version preferred)
- Facilitator Status — agent has no written agency agreement with either party (no agency agreement needed)

Confirmation of Agency Status (RF302) Use Designated Agent box (for Buyer or Seller), or Facilitator if there is no agency agreement

Disclaimer Notice (RF304)

Wire Fraud Warning (RF308)

One of the following two:

Personal Interest Disclosure and Consent (RF305) – only required if agent has a personal interest in this transaction

Agent does not have a personal interest in this transaction (no form needed)

One of the following four:

TN Residential Property Condition Disclosure (RF201)

TN Residential Property Condition Exemption Notification (RF203)

Sale is Land only – Lot/Land Seller’s Property Disclosure Statement (RF206) [recommended, but not required by TREC]

Sale is Commercial, or Multifamily with 5 or more units (no form needed)

One of the following two:

Lead Based Paint Disclosure (RF209) - required only if property built before 1978.

Property was built in 1978 or later, or is Land only, or is non-resident Commercial property (no form needed)

One of the following two:

Impact Fees Disclosure (RF207), required only for Residential new construction

Property is not Residential new construction (no form needed)

One of the following two:

Subsurface Sewage System Permit Disclosure (RF208) – required only for Residential new construction on a septic system

Property is not Residential new construction on a septic system (no form needed)

Purchase and Sale Agreement (RF401) with all Counteroffers (RF651), Addendums, Amendments, Extensions, Exhibits, etc.

Compensation Agreement between Listing and Selling Broker (RF702)

One of the following two:

Earnest/Trust Money check in the amount of \$ _____ payable to The Realty Association, with amount matching contract

Another Broker or 3rd party is holding the Earnest/Trust Money, or there is no Earnest/Trust money, as stated in the contract

One of the following three:

Agent's own listing: **MLS Printout** showing the correct current status of the property

Another agent's listing: **MLS Printout** showing any status (for property information purposes)

Non-MLS listing (no printout required)

Closed Files

One of the following three:

TN Residential Property Condition Disclosure Update (RF202) [both Buyer and Seller sign on same form]

Property Condition Exemption Notification (RF203) was filed earlier (no additional form needed)

Sale was Land only [recommend RF206]; or Commercial, or Multifamily with 5 or more units (no additional form needed)

Settlement Statement - All information on the Settlement Statement must match the contract and other documents.

Commission Check - payable to The Realty Association, with amount matching the Settlement Statement

One of the following two:

Referral Agreement showing _____ % of the total gross commission to be paid as a referral fee. [+W9 form if not a TRA referral]
Referring Company Name: _____ Mailing Address: _____

This transaction did not result from a referral from a licensed agent, and no referral fee is due (no form needed)

One of the following two:

Agent’s own listing: **MLS printout** showing *Closed* status

Another agent’s listing or Non-MLS listing (no additional printout required)