**SC Listing Check List (JS Premier Real Estate 2024)**

1. **Signed South Carolina Brokerage Relationship (signed by Seller)**
2. **Signed Exclusive Right to Sell Agreement (signed by seller)**
3. **Initialed Seller Net Sheet (Initialed by seller)**
4. **Proof of earnest money (paid by the buyer)**
5. **Ratified contract (Signed by buyer and seller)**
6. **Signed property disclosure (Signed by buyer and seller)**
7. **Signed Alta Statement (Signed by Attorney, seller & buyer)**
8. **JS Premier Seller document of understating (Signed by the seller)**
9. **Earnest Money Disclosure (Signed by seller only, however if this a dual agency agreement this document will need to be signed by the buyer as well)**

**10.Wire Fraud Warning (Signed by seller only, however if this a dual agency agreement this document will need to be signed by the buyer as well)**

**11.Disclousre of Information on lead-based paint (Only if the home was built before 1978)**

**12. MLS Sheet Pending**

**13.MLS Sheet Sold**

**14.Buyer’s pre-approval letter**

**15.Repair addendum, Inspection report, Copy of CL100 (Signed by seller and buyer)**

**16.Offer rejection form (For any offer rejected before the offer that sold)**

**17. SC/NC Disbursement form**

**18. All invoices (Repair invoices & home warranty invoices)**

**19.Compensation agreement (Only if we are paying an agent that is not in our MLS)**

**20.Amended contract and addendum (Signed by all parties)**

**( Please label/ Relabel all files as seen on checklist, Please archive/ deleted any files that does not need to be submitted or in the file)**