

**NC Residential buyer residential and commercial Checklist JS Premier Real Estate**  
**2024**

201 - Exclusive Buyer Agency Agreement- (Signed by all parties)

Working with real estate agent-(**Signed by buyer**)

Signed Property disclosures- (**Must be signed by all parties**)

Signed Mineral rights-(**Must be signed by all parties**)

Proof of earnest money- (**Please understand that the date the earnest money was received must be the same date that is stated on the contact**) -**Please have an addendum signed by all parties if the earnest money date is turned in later**)

Buyer's Approval letter- (**Please upload before sending the offer**) **If the lender has changed or the type of financing has changed, please have an addendum reflecting the change or have it initialed on the contact.**

Ratified Compensation agreement – (**Signed by all parties**) **If any changes have been made with the commission, please assure you use the proper addendum to make the changes)**

Pending MLS sheet -(**Please print or download from the mls once the file is ratified and assure that this is uploaded at least 24 hrs. after the contract is ratified**)

Sold MLS Sheet – (**Please print or download from the mls if the listing agent hasn't changed the status, you will still be paid if all other paperwork in your file is correct, but it is your responsibility to check daily to assure the status has change so that you can add it to the file**)

Buyer's document of understanding - (**Signed by the buyer**)

Professional services disclosure – (**Signed by the buyer**)

Due diligence and Earnest money acknowledgement – (**Signed by all parties**)

Form 310-T Repair addendum –(**Signed by all parties**)

Receipts for all repairs-(**Please ask the client for all receipts and invoices**)

Full inspection report and CL-100- (**Initialed by the buyer**)

Additional provisions by all parties- (**Please label the addendum per the addendum usage**)

SC/NC Disbursement form- **(Signed by the agent)**

Signed Alta Statement- **(Signed by all parties)**

Final walk through- **(Signed by agent and buyer)**

Ratified Contract- **(Signed by all parties)**

CMA Addendum – **(Signed by buyer)**

**Optional docs needed if applicable**

Lead base paint addendum – **(Signed by the seller)**

Referral agreement – **Signed by all parties and assure all parties w9s have been emailed to onboarding for payment.**

Dual agency agreement- **(Signed by all partes)**

Offer Rejection form- **(Signed for all parties)**

Release agreement - **(Signed by all parties and broker)**

Referral agreement- **(Signed by all parties)**

Termination agreements-**(Signed by all parties)**

**Audit protection checklist – What is required to be uploaded once your client has decided to become your client? Step 1**

Copy of preapproval- **(For buyer)**

Exclusive Right to buy agreement **(Signed by buyer)**

Working with real estate agent- **(Signed by buyer)**

Buyer's document of understanding - **(Signed by the buyer)**

Professional services disclosure – **(Signed by the buyer)**

CMA Addendum-**(Signed by the buyer)**

**Once the file is under contract**

**Audit protection checklist -What is required to be uploaded once your client has decided to become your client? Step 2**

201 - Exclusive Buyer Agency Agreement- (Signed by all parties)

Working with real estate agent-**(Signed by buyer)**

Signed Property disclosures- **(Must be signed by all parties)**

Signed Mineral rights-**(Must be signed by all parties)**

Proof of earnest money- **(Please understand that the date the earnest money was received must be the same date that is stated on the contact) -Please have an addendum signed by all parties if the earnest money date is turned in later)**

Buyer's Approval letter- **(Please upload before sending the offer) If the lender has changed or the type of financing has changed, please have an addendum reflecting the change or have it initialed on the contact.**

Ratified Compensation agreement – **(Signed by all parties) If any changes have been made with the commission, please assure you use the proper addendum to make the changes)**

Pending MLS sheet -**(Please print or download from the mls once the file is ratified and assure that this is uploaded at least 24 hrs. after the contract is ratified)**

Buyer's document of understanding - **(Signed by the buyer)**

Professional services disclosure – **(Signed by the buyer)**

Due diligence and Earnest money acknowledgement – **(Signed by all parties)**

Form 310-T Repair addendum –**(Signed by all parties)**

Receipts for all repairs-**(Please ask the listing agent for all receipts and invoices)**

Full inspection report and CL-100- **(Initialed by the buyer)**

Additional provisions by all parties- **(Please label the addendum per the addendum usage)**

Ratified Contract- **(Signed by all parties)**

CMA Addendum – **(Signed by buyer)**

**Audit protection checklist – What is required to be uploaded once your client has decided to become your client? Step 3**

SC/NC Disbursement form- **(Signed by the agent)**

Signed Alta Statement- **(Signed by all parties)**

Sold MLS Sheet – **(Please print or download from the mls if the listing agent hasn't changed the status, you will still be paid if all other paperwork in your file is correct, but it is your responsibility to check daily to assure the status has change so that you can add it to the file)**

Final walk through- **(Signed by agent and buyer)**

**CMA Addendum – (Signed by buyer)**

## **Termination or withdrawn checklist NC Checklist**

Termination agreement- Signed by all parties including the broker-**(Of course you may not get all the required documents during a termination or withdrawn however, wherever you stopped within the file please assure all required documents have been uploaded based on where you stopped with in the file.**

Exclusive Right to buy Agreement – **( Signed by buyer)**

Due diligence and Earnest money acknowledgement – **(Signed by all parties)- (Please understand that the date the earnest money was received must be the same date that is stated on the contact) -Please have an addendum signed by all parties if the earnest money date is turned in later)**

Approval letter- **(Please upload before sending the offer) If the lender has changed or the type of financing has changed, please have an addendum reflecting the change or have it initialed on the contact.**

Ratified Compensation agreement – **(Signed by all parties) If any changes have been made with the commission, please assure you use the proper addendum to make the changes)**

Signed Property disclosures- **(Must be signed by all parties)**

Pending MLS sheet -**(Please print or download from the mls once the file is ratified and assure that this is uploaded at least 24 hrs. after the contract is ratified**

Buyer's document of understanding - **(Signed by the buyer)**

Working with agent – **(Signed by the buyer)**

Professional services disclosure – **(Signed by the buyer)**

Repair addendum –**(Signed by all parties)**

Receipts for all repairs-**(Please ask the client for all receipts and invoices)**

Full inspection report and CL-100- **(Initialed by the buyer)**

All addendums signed by all parties- **(Please label the addendum per the addendum usage)**

## Optional docs needed if applicable

Lead base paint addendum – **Signed by the seller**

Referral agreement – **Signed by all parties and assure all parties w9s have been emailed to onboarding for payment.**

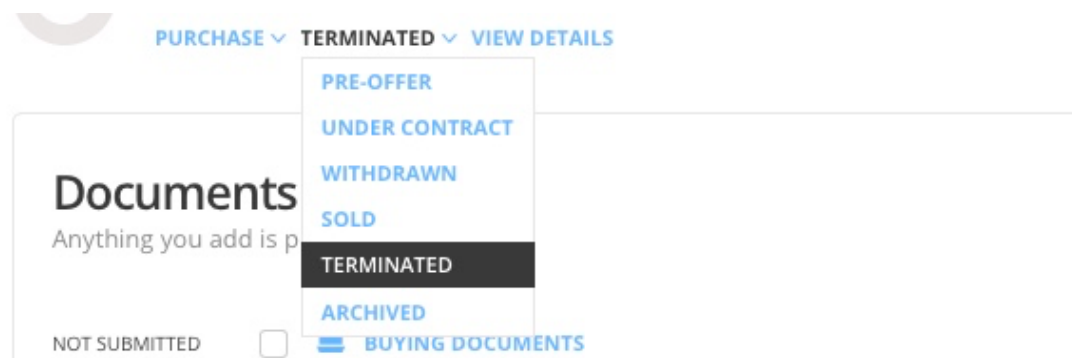
Dual agency agreement- **(Signed by all partes)**

Offer Rejection form- **(Signed for all parties)**

Release agreement - **(Signed by all parties and broker)**

Referral agreement- **(Signed by all parties)**

**All agents are responsible for the loops status as the file changes please see the attached screenshot showing how to change the status.**



All file names should reflect the names as seen on the checklist (We do not want to see PDF or any other name then what is stated on the checklist to rename the file in your loop please see the attached screenshot (Please click the 3 dots to change the files name and then click rename)

