

## RESIDENTIAL & CONDO PURCHASE & SALE

### TRANSACTION FILE CHECKLIST

1. **FOR REPRESENTING SELLER:**
  - a. RMLS Exclusive Right to Sell – Listing Contract
  - b. OREF 042 Initial Agency Disclosure Pamphlet
  - c. OREF 040 Disclosed Limited Agency Agreement for Sellers
2. **FOR REPRESENTING BUYER:**
  - a. OREF 050 Buyer Representation Agreement – Exclusive
  - b. OREF 041 Disclosed Limited Agency Agreement for Buyers
  - c. OREF 042 Agency Disclosure Pamphlet
3. Mutual Acceptance
  - a. OREF 001 Purchase and Sale Agreement (Residential) – OR - OREF 011 Purchase and Sale Agreement (Condo)
  - b. OREF 080 Advisory Regarding Smoke & CO Alarms
  - c. OREF 2.24 Seller Payment to Buyer's Broker Addendum (when seller pays all or a portion of buyer's agent compensation)
  - d. OREF 021 Lead Based Paint Disclosure Addendum
  - e. OREF 043 Electronic Funds Addendum
  - f. **IF HOA/TOWNHOME:** OREF 024 Homeowners Association/Townhome Addendum
  - g. **IF HOME SALE CONTINGENCY:** OREF 083 Buyer's Contingent Right to Purchase Addendum
  - h. **IF WOODSTOVE:** OREF 046 Woodstove/Wood-Burning Fireplace Insert Addendum
  - i. **IF SHORT SALE:** OREF 027B Short Sale Addendum
4. Copy of the "Pending" Listing
5. Seller's Property Disclosure
6. FIRPTA Disclosure
7. Earnest Money Deposit Receipt from Title/Escrow
8. OREF 022A Buyer's Repair Addendum
9. Title Report – Commitment; with Buyer's info
10. **IF HOA/TOWNHOME:** Resale Certificate, signature page signed by Buyer
11. **IF HOME SALE CONTINGENCY:** Contingency Right to Purchase – Notice of Intent
12. **Copies of any of these items received:** Reports (Inspection, Septic, Well, Radon, Sewer, etc.), CCR's and HOA documents.

#### ADDITIONAL CONSIDERATIONS:

- **Personal Sales:** If you are the buyer or seller (or have ownership interest in the LLC or Corp) for a transaction, you must disclose to both parties in the purchase and sale that you are "a licensed real estate broker in the state of Oregon.
- **New Construction:** Ensure buyer is registered at the site with you as their agent. Consult with the Site Agent on offer procedure – every builder is different. Consult with a Managing Broker if you have any questions.
- **Referrals:** For referrals with other agents within Best Choice Realty, please use the Internal Split Form located at BestChoiceRealtyHomes.com/split. For referrals outside of the company, use a Referral Agreement and set up for signature for a Managing Broker to sign. Company W9 is located at BestChoiceRealtyHomes.com