A close-up of a logo

AI-generated content may be incorrect.**New Contract Checklist**

**Send THIS FORM & BOUND CONTRACTS (not listings) to your assigned TC ASAP! DO NOT hold on to contracts! DO NOT enter your contract into SkySlope! Provide as much of the information below as you can! If missing information, explain why!**

**Answer the following:**

**Brokerage:**

**The Ashton Real Estate Group of RE/MAX Advantage**  **RE/MAX Advantage** (not part of the team)

1. Client Contact Info - first & last name(s), email address(es) & at least ONE phone number

2. Is the lead in FUB under a different name?  Yes  No

If yes, how can the lead be found in FUB?

3.  Team Lead  Personal Lead  Referral to Pay to an Outside Agent

4. Does this deal fall under your mentor/TA?  Yes  No

If yes, who is your mentor/TA?

5. Lender Contact Info – first & last name, company name, & an email address and/or phone number

6. Our Side Title Co Contact Info – company name & processor info, if you have it

7. What is the compensation amount you are receiving? % or $

Are you charging the Brokerage Compliance Fee?  Yes  No

8. Other Agent Contact Info – first & last name, email address, & phone number

9. Entry Instructions:  Occupied or  Vacant /  SentriLock or  Combo

If combo, what is that code, or are there additional instructions?

10. Inspections

a. Have inspections been scheduled?  Yes  No

If yes, please provide inspection co name, dates, & times of ALL inspections:

b. What inspections does the client wish to have done?  General  Radon  Termite  Survey  LBP

Other:

c. Does the client already have a preferred inspection company?  Yes  No

If yes, what is the name of that company?

If no, please provide the 2 or 3 companies you’d like to recommend, per requested inspection (note that All American will be recommended for team leads unless using NHI, That One Inspector, AmeriSpec, or if the property is not in All American’s service area):

11. Are there any invoices that need to be paid via the closing statement (Curbio, Notable, etc)?  Yes  No

If yes, please explain:

12. Any additional information we may need to know:

**Docs to send along with this form:**

|  |  |
| --- | --- |
| **Buyer Side**  FULL Accepted Contract  Buyer Rep  Brokerage Compliance Fee Form, if applicable  RESPA Disclosure  Confirmation of Agency  Disclaimer Notice  Property Condition Disclosure/Exemption  Wire Fraud Disclosure  Importance of Inspections & Survey  City Title ABA Disclosure, if applicable  Lead Based Paint Disclosure, if applicable  Septic Disclosure, if applicable  FHA/VA Addendum, if applicable  Personal Interest Disclosure, if applicable  Comp Agreement, if applicable  Referral Form/W-9, if applicable  ANY ADDITIONAL DOCUMENTS THAT YOU HAVE FOR THE FILE (HOA Docs, Pre-Approval Letter, Proof of Funds, Initialed MLS, etc) | **Seller Side**  FULL Accepted Contract  Confirmation of Agency  Property Condition Disclosure/Exemption  Lead Based Paint Disclosure, if applicable  Septic Disclosure, if applicable  FHA/VA Addendum, if applicable  Personal Interest Disclosure, if applicable  Comp Agreement, if applicable  ANY ADDITIONAL DOCUMENTS THAT YOU HAVE FOR THE FILE (HOA Docs, Pre-Approval Letter, Proof of Funds, Initialed MLS, etc)  **Plus, the following, if not already in SkySlope:**  Listing Agreement  Brokerage Compliance Fee Form, if applicable  RESPA Disclosure  Disclaimer Notice  Wire Fraud Disclosure  City Title ABA Disclosure, if applicable  Referral Form/W-9, if applicable |