**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 |