



Purchase Contract Checklist RUSA

SALES AGENT: _____

PROPERTY ADDRESS: _____

DATE SENT

(1-5) **Required to be turned in WITHIN 48 hours of EXECUTION.**

1. _____ **Purchase Contract** – All nine pages of the contract with initials, dates and signatures (especially page 9).
2. _____ **All Addendums and Counter offers to the contract. (IE. Lead addendum)**
3. _____ **Agency Disclosure and Election** – Be sure to check the proper agency relationship.
4. _____ **Disclosure Package, Financial, D and R, Home Inspect, Buyer Advisory**
5. _____ **Earnest Money Receipt** – Must turned in within **24 hours from deposit.**
6. _____ **Commission Disbursement Form - Completed**

Required to be turned in before the close of escrow

8. _____ **SPDS (Sellers Property Disclosure Statement)** – All initials, signatures, and dates required by both seller and buyer.
9. _____ **Buyers Inspection & Sellers Response Addendum** – REQUIRED - Whether your Buyer is having an inspection or waiving it, IF waiving inspection buyer MUST sign an addendum waiving the inspection, You do NOT need to include the inspection list.
10. _____ **Final Walk Through Inspection from ZIP FORMS.**

All that is listed above is required to be turned in and reviewed by the Broker prior to the Close of Escrow. Thanks for your cooperation.
Broker FORM

REV 1/18