



TRANSACTION CHECK LIST

**CONGRATULATIONS ON YOUR TRANSACTION! BELOW ARE ITEMS WE STILL NEED.
PLEASE TURN IN TO YOUR SECRETARY ASAP - THANK YOU!**

BUYER: _____

SELLER: _____

ADDRESS: _____

CITY: _____ **CLOSE DATE:** _____

AGENT: _____ **DATE:** _____

- COPY OF LISTING (AGENT DETAIL REPORT)
- PURCHASE & SALE AGREEMENT
- LEGAL DESCRIPTION (ALL PARTIES INITIALS REQUIRED COPY OF LAST DEED)
- COPY OF EM CHECK
- RECEIPT FROM ESCROW (IF DEPOSITED WITH ESCROW)
- FORM 89 - RECEIPT OF EARNEST MONEY
- Transaction Information Sheet (resume)
- FORM 17 - REAL PROPERTY DISCLOSURE (5 PAGES) IF EXEMPT, MUST HAVE WAIVER
- FORM 19 - STATUS REPORT (IF YOUR LISTING)
- FORM 22A - FINANCING ADDENDUM
- FORM 22B - CONTINGENCY ADDENDUM
- FORM 22D - OPTIONAL CLAUSES ADDENDUM
- 22F - FHA INSPECTION ADDENDUM (REQUIRED FOR FHA SALES)
- FORM 22J - LEAD BASED PAINT DISCLOSURE (IF OLDER THAN 1979)
- MISSING SIGNATURES OR INITIALS ON: _____

- FORM 22K - UTILITIES ADDENDUM
- FORM 22S - SEPTIC ADDENDUM
- 22T - TITLE CONTINGENCY
- FORM 22R - WELL ADDENDUM
- 22Z - SNOHOMISH COUNTY SMOKE DETECTOR ADDENDUM
- FORM 35 - INSPECTION ADDENDUM
- FORM 35R - INSPECTION RESPONSE FORM
- 35F - FEASIBILITY
- ORIGINALS - IF SELLING AGENT
- HUD
- OTHER: _____

