

## D.C. CONTRACT PROCESSING SHEET-November 2019

Fill in this cover sheet, attach contract, and hand in to front desk for office case file.

<b>REFERRAL: YES/NO.</b> Referral To (Broker Name): _____	
Agent's Name: _____	% due _____
Mailing Address _____ Zip _____	
Earnest Money Deposit Check for \$ _____ (Please include copy with contract)	
HELD BY: This office: _____	Coop Broker: _____ Builder: _____ Atty: _____
Check to go into: Regular Escrow: _____ Interest Bearing Escrow: _____ (\$25 fee & must attach W-9)	
Excess Deposit? YES/NO. If YES, how much: \$ _____ (request check 7 days before settlement)	
(Check one or more): <b>YOUR LISTING SOLD:</b> _____ <b>RE-SALE (inc. own listing sold):</b> _____ <b>NEW HOME SALE:</b> _____	
SALES PRICE: \$ _____	Contract Settlement Date: _____

Property Address: \_\_\_\_\_

Seller's Name: \_\_\_\_\_  
LISTING AGENT: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Phone: \_\_\_\_\_

Buyer's Name: \_\_\_\_\_  
SELLING AGENT: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Phone: \_\_\_\_\_

### CHECKLIST

If you wrote it, attach ORIGINAL here. No commission checks will be paid unless all required forms are provided by settlement.

#### For All Contracts:

- \_\_\_\_\_ Copy of Deposit Check
- \_\_\_\_\_ **Some Information Relative To The Purchase Of Real Estate** (GCAAR #1318) MC form
- \_\_\_\_\_ IF RESALE, **Regional Contract** (GCAAR #1301)
- \_\_\_\_\_ IF BUILDER, **Builder Contract**
- \_\_\_\_\_ **Addendum of Clauses** (GCAAR #1332A/B)-only necessary if applicable
- \_\_\_\_\_ **Seller's Property Condition DISCLOSURE Statement** (GCAAR #919)
- \_\_\_\_\_ **DC Jurisdictional Addendum** (GCAAR #1313)
- \_\_\_\_\_ **BUYER'S FINANCIAL SHEET, PRE-QUAL Or APPROVAL LETTER**
- \_\_\_\_\_ **Office Disclosure** (office form) must be attached if you are working with buyer.

Acting as SELLING AGENT, did you represent the BUYER: YES/NO? If YES, attach

- \_\_\_\_\_ **Buyer Agency Agreement** (GCAAR#1341)
- \_\_\_\_\_ **Consent for Designated Representation** (GCAAR #1001)
- \_\_\_\_\_ **Disclosure of Brokerage Relationship** (GCAAR #1002)

Acting as BUYER'S AGENT, did you sell an OFFICE LISTING? YES/NO. If YES, attach

- \_\_\_\_\_ **Disclosure/Confirmation of Designated Representation** (GCAAR #1000)

Was this a FSBO or did you sell YOUR LISTING? YES/NO. If YES, attach

- \_\_\_\_\_ **Disclosure of Brokerage Relationship** (GCAAR #1002)-signed by party you do not represent.

Condominium Ownership: YES/NO? If YES, attach

- \_\_\_\_\_ **Condo Addendum** (GCAAR #1354)

LEAD PAINT LAW: WAS PROPERTY BUILT BEFORE 1979? YES/NO.

- \_\_\_\_\_ COPY: **Lead Paint Federal Disclosure** (GCAAR#907)

LEAD PAINT LAW: WAS PROPERTY BUILT BEFORE 1986? YES/NO.

- \_\_\_\_\_ COPY: **DC Lead Disclosure Form**

FHA CONTRACT: YES/NO. If YES, attach

- \_\_\_\_\_ **FHA Addendum** (GCAAR #1329)