

Address

County

Agent

Do we hold the deposit?

(Notify office 7 days in advance if overage check needed.)

**Executed
By Buyer?**

Maryland List/Sale Processing Checklist

Provide all forms to office immediately after execution

**Executed
by Seller?**

***** I represent the SELLER required forms *****

Listing Agreement Form--GCAAR 910 _____

Listing Jurisdictional Form (for MC use GCAAR 909) _____

Office Disclosure form _____

** MC-Don't forget - you need a Radon Test before Settlement*

(seller will also need to fill out various forms listed below)

Immediately provide copies of listing extension, price reduction, of any other forms once signed.

***** I represent the BUYER required form *****

_____ **Buyer Broker Agreement--GCAAR 1341**

_____ **Office Disclosure Form**

Immediately provide copies of brokerage extension and any other forms later signed.

***** Broker is DUAL AGENT required forms *****

_____ **Consent for Dual Agency GCAAR #1004** _____

***** CONTRACT forms required *****

Copy of Earnest Money Check

Buyer Financial Sheet, Pre-Qual Or Approval Letter

_____ **Sales Contract (GCAAR 1300 or GCAAR 1301 or BUILDER Contract)** _____

_____ **Property DISCLOSURE/DISCLAIMER--GCAAR 912 (unless exempt)** _____

_____ **Jurisdictional Addendum (For MC use GCAAR 1312)** _____

Immediately provide copies of any other forms used once signed.

***** CONTRACT forms required by situation *****

_____ Montgomery County?-Need **REA Addendum GCAAR 900** _____

_____ Montgomery County 12 month Owner Occupied? Need **Utility Cost GCAAR 932** _____

_____ First-Time Buyers outside MC using Regional Contract? Need **GCAAR 1335** _____

_____ Homeowners Association?--Need **GCAAR 904** _____

_____ Condominium?-Need **GCAAR 922** _____

_____ Built before 1979?--Need **Federal Lead Paint GCAAR 907** _____

_____ Built before 1979?--Need **Maryland Lead Paint GCAAR 908** _____

_____ Financed Sale?-Need **FHA/VA/Conv. Addendum** _____

_____ **Addendum of Clauses** as needed _____

_____ Short Sale?-Need **Short Sale Addendum GCAAR 1362** _____

_____ Non Mont. County - Notice of Buyer's Rights to Disclosure/Disclaimer **MAR 1342** _____

_____ Buyer or Seller not represented - Attach Agency Disclosure **GCAAR 1003** _____

***** Strongly Recommended to Protect You Forms *****

_____ **Some Information Regarding the Sale of Real Estate GCAAR #1318** _____

_____ **Inclusions/Exclusions GCAAR 911** _____

Recommend to both buyers and sellers the purchase of an HMS Home Warranty

Notes:

Legend: Y = Yes, N = Needed, I = Incomplete