

VIRGINIA CONTRACT PROCESSING SHEET-June 2019

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

REFERRAL: YES/NO. 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): YOUR LISTING SOLD: _____ RE-SALE (inc. own listing sold): _____ NEW HOME SALE: _____	
SALES PRICE: \$ _____ Contract Settlement Date: _____	

Property Address: _____

Seller's Name: _____ Buyer's Name: _____
LISTING AGENT: _____ SELLING AGENT: _____
Company Name: _____ Company Name: _____
Phone: _____ 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
- _____ IF RESALE, **Residential Sales Contract** (NVAR #K1321)
- _____ IF BUILDER, **Builder Contract-**
- _____ (with builder contract-just attach Agency Disclosure & Exclusive Retainer)
- _____ **NVAR Contingencies/Clauses Addendum** (NVAR #K1344)
- _____ **Residential Property DISCLOSURE** (NVAR #1021)
- _____ **BUYER'S FINANCIAL SHEET, PRE-QUAL Or APPROVAL LETTER**
- _____ **Office Disclosure** (office form) must be attached if you are working with buyer.
- _____ **Financing Addendum -** (CONV-NVAR #K1359) (FHA-NVAR #K1340) (VA-NVAR #K1339)
- _____ **Megans Law Disclosure** (NVAR #K1272)
- _____ **Did you represent the Buyer?** If YES, attach (NVAR #K1338)

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

- _____ **Disclosure of the Use of Designated Representatives** (NVAR #K1362) and
- _____ **Disclosure of Dual Agency or Dual Representation in a Residential RE Transaction** (NVAR #K1361)

Note – RE/MAX Premiere Selections does not transact any business under a single agent Dual Representation Relationship. All transactions where we represent both sides require two agents participation.

Is one of the parties to the transaction unrepresented by an agent?

If Yes attach:

- _____ **Disclosure of Brokerage Relationship for Unrepresented Party(ies)** (NVAR #K1207)

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

- _____ COPY: **Disclosure and Acknowledgement of Lead-Based Paint** (NVAR#K1034)

Is this a Short Sale?

If yes, include both "Short Sale Contingency Addendum" (NVAR #K1351) and "Information for Purchasers Concerning Short Sales" (NVAR #K1347)

Is there an Escalation Clause or did the Purchaser waive Inspection(s), normal Contingencies, or Tests?

If yes, include "Purchasers Acknowledgement of Potential Adverse Consequences (NVAR #K1308)