

D.C. CONTRACT PROCESSING SHEET-November 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: _____
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)