ACTION ITEMS:

KELLERWILLIAMS REALTY

Green Sheet

Should TL call Co-op Agent? ☐ **Y** ☐ **N** **Comments:** _____

Does the lock box needs to be picked up? YES NO

NEW LISTING:

- ☐ Uniform Sales Contract
- ☐ Addendum to Listing Contract
- ☐ ~~Authorization for Property Address Publication~~
- ☐ Disclosure Regarding Real Estate Agency Relationships
- ☐ Seller's Disclosure Statement and Addendum
- ☐ Lead-based Paint Seller's Disclosure
- ☐ Affiliated Business Disclosure
- ☐ Home Warranty or Waiver
- ☐ ~~Waiver and Release Regarding Tax Matters~~
- ☐ Addendum for Well and Septic Inspections
- ☐ Is there a Notification and/or Mortgage Release?

☐ Yes ☑ No

MLS # _____

PENDING:

Sale Price $_____

Contract Date: _____

Target Closing Date: _____

- ☐ Uniform Buy and Sell Contract Parts 1 & 2
- ☐ Addendums to Buy and Sell Contract #____
- ☐ Sellers Disclosures & Lead-based Paint Disclosure

O-BOTTOMLINE

(BUYER'S AGENT):

- ☐ Disclosure Regarding Real Estate Agency Relationships
- ☐ Addendum to Buyer Broker Contract
- ☐ Exclusive Buyer Agency Agreement
- ☐ Copy of Earnest Money
- ☐ ~~Waiver and Release Regarding Tax Matters~~
- ☐ Home Warranty or Waiver
- ☐ Affiliated Business Disclosure

Note: Incomplete paperwork will delay the input and processing of your listing/pending.

CLIENT INFORMATION:

Property Address, City, Zip & County: PACKARD HWY - CHARLOTTE, 48813 - EATON CO

Listing Co: KW Listing Agent: BROCK FLETCHER Broker # 842

Seller's Name: LONG

Selling Co:_____ Selling Agent:_____ Broker #_____

Buyer's Name:_____

CLOSING INFORMATION:

Closing Date: _____ Time: _____ Location: _____

Deposit Amount $_____ Held by: _____ Make Payable to:_____

Home Warranty Amount:$ _____ HW Company: _____ Paid By:_____

Sellers Concessions (Please include all items for MLS reporting):_____

Listing Commission: %_____ Sale Commission: %_____

Commission Split: Lead Agent % _____ Lic. Asst. %_____

Processing Fee: Amount $_____Paid by: _____

Referral Information: Agent: _____ What %_____

Referring Office & Address: _____

☐ KW Cares Donation $_____ Vinyl Closing Folder? ($3) ☐ Yes ☐ No