

The background features a stylized, light gray graphic of a hand holding a checklist. The hand is positioned at the top, with fingers slightly curled. Below the hand, there are several horizontal lines representing the pages of a checklist, with some lines having small rectangular tabs on the right side, suggesting a binder or folder. The entire graphic is set against a light gray background within a white-bordered square.

**RESIDENTIAL
SALE
TRANSACTION
CHECKLIST**

ALL DOCUMENTS TO BE LOADED INTO BROKERSUMO

01

SIGNED IABS FORM

02

BUYER'S REP AGREEMENT / LISTING AGREEMENT WITH ALL CHECKED OFF ADDENDUMS/AMENDMENTS

03

SELLER DISCLOSURE NOTICE SIGNED BY BOTH PARTIES

04

PLEASE COMPLETE THE TITLE COMPANY INFO TAB (THIS IS WHO THE APPROVED CDA IS EMAILED AT TITLE)

05

RECEIPTED AND EXECUTED CONTRACT, AMENDMENTS/ ADDENDUMS, ALL OTHER ASSOCIATED DOCUMENTS.

MAKE SURE TO GET A SIGNED EARNEST MONEY RECEIPT PAGE

06

PLEASE ADD THE CLIENT'S CONTACT INFO (DEPENDING ON THE PARTY YOU ARE REPRESENTING) TO THE BUYER OR SELLER INFO BOX

07

REMEMBER TO CREATE THE DISBURSEMENT AND ADD DEBITS/CREDIT IF APPLICABLE.

**** THE APPROVED CDA MUST BE SIGNED BY BROKER TO BE PAID DIRECTLY AT CLOSING

**** CDA'S WILL BE APPROVE NO SOONER THAN 2 WEEKS BEFORE CLOSING

**** IF THE TRANSACTION HAS ALREADY CLOSED OR IS CLOSING ON DAY OF REVIEW THE FINAL SIGNED/DATED SETTLEMENT STATEMENT SHOWING YOUR COMMISSION IS REQUIRED

08

FINAL SIGNED SETTLEMENT STATEMENT SHOWING YOUR COMMISSION

FROM NOW ON: COMMISSION DISBURSEMENT AUTHORIZATION FORM (CDA)