

Purchase & Sale Checklist

General Information

Agent: _____ Represents: Buyer Seller Both

Buyers Name: _____ Buyers Name: _____

Sellers Name: _____ Sellers Name: _____

Property Address: _____ MLS#: _____

Office Required

- NWMLS Agent Detail Report & Print Off Agents Profile in NWMLS
- Commission Disbursement Form or BPS Green Sheet
- Earnest Money Form 89, Promissory Note, or Earnest Money Receipt From Title
- Legal Description From Title Company

Contract Elements

- Residential, Condominium, Manufactured Home, or Land P&S Agreement
- Financing Addendum 22A
- Form 35 Inspection Addendum
- Form 41D Inspector Referral Disclosure (In file not to be included in offer)
- Form 22D Optional Clauses Addendum
- Form 22K Identification of Utilities
- Form 22T Title Contingency Addendum
- Form 34 General Addendum (Blank)
- Form 17 Seller Disclosure Statement
- Form 42 Agency Disclosure Form or Law of Agency Pamphlet Initialed (in file not to be included in offer)
- Form 41A Buyer's Agency Agreement

If Applicable

- Form 22J Lead Base Paint (Houses Built Prior to 1978)
- Form 22S Septic Addendum (King, Pierce, Snohomish, or Thurston County)
- Form 22R Well Addendum
- Form 36 Counter-Offer Addendum
- Form 27 Condo Resale Certificate
- Pre-Approval Letter or Proof of Funds

Short Sales/ Additional Forms

- Form 22SS Short Sale Addendum
- BPS Short Sale Form Buyer/Seller
- Short Sale Negotiator (Legal Addendums and Required Forms)