

To: _____ Date: _____

Property Address: _____

Your Red Arrow Escrow # is _____ Put this # on all documents (or subject line if emailing) sent to Escrow for your file. The Escrow # will be issued to you as a confirmation that the file has been received. The following items (if applicable) will be required for the office escrow file. All items must be fully signed & initialed where indicated & applicable.

Basic File: ___ MLS Print Out or Commission Agreement/One Party
 ___ Purchase Contract ___ Buyer Broker Employment Agreement
 ___ Earnest Money & Receipt ___ SPDS

Additions: ___ Counter Offers(s) ___ Additional Clause Addendum
 ___ Addendum/Amendment ___ Buyer Contingency Addendum
 ___ H.O.A. Addendum ___ "AS IS" Addendum
 ___ Short Sale Addendum ___ Assumption/Carryback Addendum
 ___ Affidavit of Disclosure ___ Receipt for Public Report

Disclosures: ___ Agency Disclosure & Election ___ Consent to Limited Dual Representation
 ___ Buyer Advisory ___ Market Conditions Advisory

Inspections: ___ Wood Infestation Report , Waiver or Pre-Treat
 ___ Home Inspection Report or Waiver ___ Buyer's Insp. Notice & Seller Response
 ___ Survey Waiver or Corner pins Approval ___ Survey Map of Current or Recent Survey
 ___ Mold Disclosure/Waiver ___ Lead-Based Paint Disclosure
 ___ Claims History or CLUE ___ Flood Status Report

Loan: ___ Pre-Qualification Form ___ Loan Status Update (LSU)

Septic: ___ Septic Permit ___ On-Site Wastewater Treat. Facility Adden.
 ___ Septic Inspection Report ___ Notice of Transfer

Well: ___ Domestic Well/Water Use Addendum to SPDS
 ___ Well Inspection Report or Waiver ___ Domestic Water Well Addendum (DWWA)
 ___ Well Transfer of Ownership ___ Statement of Claimant "39" Assignment

Closing: ___ Final Walk Through or Waiver (Buyer) ___ Preliminary Title Report
 ___ Sold Status Change ___ Cross Sale
 ___ Referral, In-House ___ Referral, Outside Broker
 ___ Agreement to Reduce Commission ___ Cure Notice(s), if Filed

Other/Notes: _____

Commission Verified: _____