



**GIG HARBOR OFFICE**

**SALES CHECKLIST**

BROKER  MLS#  SELLER (LAST):  BUYER:   
 PROPERTY ADDRESS:   
 LISTING BROKER(S)  CELL#   
 SELLING BROKER(S)  CELL#   
 CLOSING DATE   
 ESCROW INFO

	INITIALS	INITIALS
<input type="checkbox"/> MLS PRINTOUT OF LISTING		
<input type="checkbox"/> LENDER PRE-APPROVAL LETTER		
<input type="checkbox"/> PURCHASE & SALE AGREEMENT		
<input type="checkbox"/> LAW OF AGENCY ACKNOWLEDGMENT FORM		
<input type="checkbox"/> COUNTER OFFERS (IF APPLICABLE)		
<input type="checkbox"/> FINANCING ADDENDUM (22A)		
<input type="checkbox"/> OPTIONAL CLAUSES ADDENDUM (22D)		
<input type="checkbox"/> LEAD BASE PAINT DISCLOSURE (22J)		
<input type="checkbox"/> UTILITIES ADDENDUM (22K)		
<input type="checkbox"/> INSPECTION ADDENDUM (35) <input type="checkbox"/> INSPECTION ADDENDUM RESPONSE (35R) <input type="checkbox"/>		
<input type="checkbox"/> INSPECTION REFERRAL (41D)		
<input type="checkbox"/> OTHER ADDENDA <input type="text"/>		
<input type="checkbox"/> SELLER DISCLOSURE STATEMENT (17 OR 17C) SEP. FROM P&S		
<input type="checkbox"/> SIGNED OR INITIALED & DATED LEGAL DESCRIPTION - MANDATORY		
<input type="checkbox"/> COPY OF EARNEST MONEY RECEIPT IN BY ESCROW - MANDATORY		
<input type="checkbox"/> COMMISSION DISBURSEMENT FORM (40)		
<input type="checkbox"/> PRELIM. OR TITLE INCLUDED		
<input type="checkbox"/> PROVIDED COMPLETE COPY OF PACKAGE TO CLIENT		
<input type="checkbox"/> SETTLEMENT STATEMENT		

**OFFICE USE ONLY**

- COMMISSION CHECK RECEIVED FROM ESCROW
- ALTA STATEMENT RECEIVED & FILED
- COMMISSION PAYMENT DISBURSED TO BROKER

**NOTE: COMPLETION OF THESE ITEMS IS MANDATORY IN ORDER TO RECEIVE YOUR COMMISSION  
 ALL SALES DOCUMENTS ALONG WITH THIS SHEET MUST BE EMAILED TO [ADMIN@BPWASH.COM](mailto:ADMIN@BPWASH.COM)  
 & A FULL DOCUMENT FILE UPLOADED TO TRANSACTION DESK. YOU MUST ALSO INCLUDE THE COMMISSION  
 DISBURSEMENT FORM THAT YOU PROVIDED TO ESCROW ALONG WITH OUR INTERNAL COMMISSION FORM  
 & THE ALTA SETTLEMENT STATEMENT**

**ONCE THE COMMISSION CHECK IS RECEIVED FROM ESCROW WE WILL CONFIRM THAT THE COMPLETE  
 PACKAGE IS IN TRANSACTION DESK & THE COMMISSION PAYMENT WILL BE DISBURSED TO BROKER**