



Requested: Date: _____ Time: _____

2nd Request: Date: _____ Time: _____

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**COMMERCIAL LISTING
REQUIRED DOCUMENTATION CHECKLIST**

Agent: _____ Property: _____

The following items must be turned in to the File Auditor AS SOON AS YOU WRITE UP A LISTING:

- AD-1 - Agency Disclosure (Listing Firm to Seller)
- CLA – Commercial, Residential Income, and Vacant Land Listing Agreement
- PRBS – Possible Representation of More Than One Buyer or Seller
- AS - Seller’s Affidavit of Non-Foreign Status
- WHSD - Water Heater Statement of Compliance

When escrow has been opened, do the following:

- Check Selling Broker’s license online, print out and put in file, if license type is not a corporation then Selling Broker must complete and return a signed W-9
- Order any agreed upon repairs *after the buyer’s loan is fully approved.*
- Coordinate inspection and reports with buyers and their lender (Appraisal, Phase I, etc.)

The following forms may be turned in together upon close of escrow:

Turn in fully executed copies of the following:

- Purchase Contract and any Counter Offers
- PRBS – Possible Representation of More Than One Buyer or Seller signed by all parties
- Existing Lease(s)

Obtain the following from the escrow company:

- Copy of Escrow Instructions & Amendments
- Closing Statement (HUD-1) and Commission Check

**ALL ITEMS MUST BE TURNED IN FULLY EXECUTED AND PROPERLY DATED
PRIOR TO ISSUANCE OF COMMISSION CHECK!!**