

Listing Package – Required Documents

1. Exclusive Right to Sell Listing Agreement (Designated Agency)
2. Confirmation of Agency
3. Residential Property Condition Disclosure OR Residential Property Condition Exemption
4. Disclaimer Notice
5. KW Disclosure of Business Relationship
6. Wire Fraud Warning
7. Copy of MLS

Frequently Used

1. Amendment to Listing Agreement
2. Lead-Based Paint Disclosure
3. Subsurface Sewage Disposal System Permit Disclosure

Buyer Package – Required Documents

1. Exclusive Buyer Representation Agreement

**Submit All to MC within 48 hours of signed agreements.

Sales Package – Once You Have A Contract

1. Confirmation of Agency
2. Compensation Agreement Between Listing and Selling Broker
3. Copy of Earnest Money Check or Wire Transfer
4. Purchase and Sale Agreement
5. Counter Offer(s)
6. VA/FHA Loan Addendum, if applicable
7. Lead Based Paint Disclosure, if applicable
8. Subsurface Sewage Disposal System Permit Disclosure, if applicable
9. Residential Property Condition Disclosure OR Exemption
10. Disclaimer Notice
11. KW Disclosure of Business Relationships
12. Get A Home Inspection, Survey and Radon
13. Wire Fraud Warning
14. Copy of MLS

Frequently Used

1. Repair / Replacement Amendment
2. Personal Interest Disclosure