



CHECKLIST FORM

(Complete the checklists that apply)

Altius Transaction # _____

MLS # _____

Listing Agent: _____

Phone: _____

LISTING CHECKLIST	LISTING CHECKLIST (Completed when Listing is taken)
	<input type="checkbox"/> Altius Listing Information Form (Altius Form)
	<input type="checkbox"/> Exclusive Right to Sell Listing Agreement (MLS Form)
	<input type="checkbox"/> MLS Data Input Sheet (MLS Form)
	<input type="checkbox"/> Seller Disclosures/Property Conditions (MLS Form)
	<input type="checkbox"/> Lead Based Paint Disclosure (MLS Form)
	<input type="checkbox"/> Verification of size and year built (Appraisal/County Records)
	<input type="checkbox"/> Verification of taxes (Tax Records/ Tax Bill)
	<input type="checkbox"/> Verification of HOA Fees (If Applicable)

UNDER-CONTRACT	UNDER-CONTRACT SUBMISSION CHECKLIST (Completed when a transaction is put under-contract)
	<input type="checkbox"/> Altius Sales Information Form
	<input type="checkbox"/> Copy of the fully executed REPC including all addendums
	<input type="checkbox"/> MLS Printout
	<input type="checkbox"/> Agency Agreement (Buyer's Agent)
	<input type="checkbox"/> Lead Based Paint Disclosure (If Applicable)
	<input type="checkbox"/> Property Checklist (MLS Form – Due Diligence Checklist)
	<input type="checkbox"/> Home Warranty and Inspection Form
	<input type="checkbox"/> For Sale By Owner Commission Agreement (MLS Form – If applicable)
	<input type="checkbox"/> HUD Checklist (If Applicable)
<input type="checkbox"/> Earnest Money Check (Within 1 Business Day of Acceptance)	

CANCELLATION	CHECKLIST FOR A CANCELLED TRANSACTION
	<input type="checkbox"/> Completed Altius Property Information Form
	<input type="checkbox"/> Release of Earnest Money Deposit (Signed by both parties)
	<input type="checkbox"/> Unconditional Withdrawal Form (Found on MLS)
	<input type="checkbox"/> Conditional Withdrawal Form (Found on MLS)

CLOSED	CLOSED SUBMISSION CHECKLIST (To be completed by Altius Realty)
	<input type="checkbox"/> Updated Altius Sales Information Form
	<input type="checkbox"/> Final signed copy of REPC (if any changed were made)
	<input type="checkbox"/> Copy of HUD-1
	<input type="checkbox"/> Copy of Earnest Money Check
	<input type="checkbox"/> Settlement Date _____
	<input type="checkbox"/> Commission Paid: Amount _____ Date _____

