



**GREATER MIDWEST REALTY
BUYER COMPLIANCE CHECKLIST**

*THIS CHECKLIST IS TO BE TURNED IN WITH THE BUYER FILE
AT LEAST 10 DAYS PRIOR TO CLOSING
ONCE BUYER REPRESENTATION PAPERWORK IS SIGNED
TURN IN IMMEDIATELY TO START FILE AND AVOID \$100 FINE*

****A \$100 NON-COMPLIANCE FINE WILL BE CHARGED IF LESS THAN 10 DAYS****

INSTRUCTIONS: Please place the forms in the order listed below and check the boxes for the forms that are being turned in. Strike a line through all items that do NOT apply to this transaction. Turn in to the front desk. Thank you.

BUYER NAME _____ **AGENT** _____

- | <input type="checkbox"/> <u>BUYER REPRESENTATION</u> | DATE TURNED IN _____ | OFFICE NOTES |
|---|----------------------|---|
| <input type="checkbox"/> 1. BUYER Compliance Checklist | | |
| <input type="checkbox"/> 2. Greater Midwest BUYER Disclosures | | |
| <input type="checkbox"/> 3. Agency Relationships in RE Transactions | | |
| <input type="checkbox"/> 4. Exclusive Right to Represent Buyer | | <input type="checkbox"/> \$299 on Contract? _____ |

PLEASE CHECK BOTTOM OF PAGE FOR ADDITIONAL REQUIRED ITEMS THAT WOULD APPLY TO YOUR TRANSACTION, CHECK WHICH ONES APPLY

- | <input type="checkbox"/> <u>WHEN PURCHASE ACCEPTED</u> | DATE TURNED IN _____ | OFFICE NOTES |
|--|----------------------|--------------|
|--|----------------------|--------------|

ADDRESS _____ **MLS #** _____

Type of Purchase: (check one) Traditional Short Sale HUD Bank Owned

- | | | |
|---|--|--|
| <input type="checkbox"/> 1. BUYER Compliance Checklist | | |
| <input type="checkbox"/> 2. Compensation Disclosure to Buyer | | |
| <input type="checkbox"/> 2. Closing Information Sheet | | |
| <input type="checkbox"/> 4. Earnest Money Check | | <input type="checkbox"/> Copy Made <input type="checkbox"/> Deposit Date _____ |
| <input type="checkbox"/> 5. Pre-Approval Letter Or Proof of Funds | | |
| <input type="checkbox"/> 6. Counter Offer Addendum (if applicable) | | |
| <input type="checkbox"/> 7. Any Amendments (if applicable) | | |
| <input type="checkbox"/> 8. Purchase Agreement | | |
| <input type="checkbox"/> 9. GMR Personal Property Agreement | | |
| <input type="checkbox"/> 10. Inspection Addendum (if no inspection see below) | | |
| <input type="checkbox"/> 11. Financing Addendum | | |
| <input type="checkbox"/> 12. Sellers Contribution to Closing Costs | | |
| <input type="checkbox"/> 13. Arbitration Disclosure | | |
| <input type="checkbox"/> 14. Any Additional Addendums | | |
| <input type="checkbox"/> 15. Property Disclosure or Alternative – SIGNED BY ALL PARTIES | | |

ADDITIONAL REQUIRED SIGNED PAPERWORK

Additional Disclosures

- Truth-In-Housing/Point of Sale
- Lead Based Paint (built before 1978)
- "AS IS" Addendum
- Well Disclosure
- Subsurface Sewage Disclosure
- Methamphetamine Disclosure
- Location Map
- For Your Protection Get a Home Inspection

Bank /Short Sale/HUD

- Short Sale Contingency
- Bank Approval Letters
- Additional Bank Addendums

Condo/Townhome

- Condo Document Receipt
- Right of Rescission
- CIC Addendum
- Resale Transfer Disclosure