

# KC LISTING & SALES CHECKLIST



- ① **Mandatory Documents** – Needed for the creation of a CDA
- ② **Required Documents** – Needs to be completed to have a compliant file
- ③ **Miscellaneous Documents** – These become required if included on Purchase Contract

**OFFICE POLICY** – Upload documents into Paperless Pipeline no later than 5 days from the effective date of signature.

## ① MANDATORY

### Mandatory Documents

#### COMMISSION LETTER (CDA) CREATED WHEN ALL MANDATORY DOCUMENTS RECEIVED

|                                                                                                                                                                                         |                                                                                                                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| <b>[ ] Seller / Buyer Agreement</b> <ul style="list-style-type: none"><li>• Buyer/Seller/Referral Agreement</li><li>• Commercial Listing</li></ul>                                      | Signed & dated by Parties (Buyer/Seller) & Associate. Needs to include relevant commission information. MUST be signed before sales contract. |
| <b>[ ] Purchase Contract</b> <ul style="list-style-type: none"><li>• Residential Real Estate Sales</li><li>• Counter-Offer Addendum (if applicable)</li></ul>                           | Signed & dated by Parties (Buyer/Seller) & Associates.                                                                                        |
| <b>[ ] Disclosures</b> <ul style="list-style-type: none"><li>• Lead Based Paint or proof of age</li><li>• Affiliated Business Disclosure</li></ul>                                      | MUST provide if property was built before 1978. Signed & dated by Parties (Buyer/Seller) & Associates                                         |
| <b>[ ] Offer of Compensation</b> <ul style="list-style-type: none"><li>• Co-Op Commission Agreement</li><li>• MLS Sheet – unless FSBO, POE – KC Market New Build (not listed)</li></ul> | Upload document that shows commission being offered                                                                                           |
| <b>[ ] Receipts</b> <ul style="list-style-type: none"><li>• Earnest Money</li><li>• Contract (KS Only)</li></ul>                                                                        | MUST include the amount, when it was received, and who received it. MUST be received within 5 business days of accepted purchase agreement.   |

## ② REQUIRED

### Required Documents

|                                                                                                                                                                                         |                                                                                                                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| <b>[ ] Estimated Proceeds Worksheet</b> <ul style="list-style-type: none"> <li>Seller's (listing side)</li> <li>Buyer's (buying side)</li> </ul>                                        | MUST be completed prior to purchase agreement, only needed in KS.                                                        |
| <b>[ ] Cyber Protection Notice</b>                                                                                                                                                      | Signed by Seller; required for all Platinum customers/clients                                                            |
| <b>[ ] Pre-Approval Letter</b>                                                                                                                                                          | From the lender or Proof of Funds if cash                                                                                |
| <b>[ ] Seller's Disclosure Addendum</b>                                                                                                                                                 | Filled out to the best knowledge of seller. Signed by buyer and seller. SHOULD be completed prior to purchase agreement. |
| <b>[ ] Cancellation &amp; Mutual Release (if applicable)</b> <ul style="list-style-type: none"> <li>Cancellation of Contract</li> <li>Cancellation of Buyer/Seller Agreement</li> </ul> | Signed by Buyer & Seller                                                                                                 |
| <b>[ ] Inspection Notice</b>                                                                                                                                                            | Signed by Buyer & Associate. MUST be submitted during the inspection period (if applicable).                             |

## ③ MISCELLANEOUS

### Miscellaneous Documents

|                                                                                                                                                                                 |                                                                                                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| <b>[ ] Seller/Buyer Agreement Modification</b> <ul style="list-style-type: none"> <li>Change Form</li> <li>Listing / Buyer Amendment</li> </ul>                                 | Signed by Buyer or Seller                                                                             |
| <b>[ ] Resolution of Unacceptable Conditions</b>                                                                                                                                | Signed by Buyer & Seller                                                                              |
| <b>[ ] Inspection Reports</b>                                                                                                                                                   | Upload applicable Reports. MUST upload if a Resolution of Unacceptable Conditions has been submitted. |
| <b>[ ] Seller's Permission To Show &amp; Commission Contract</b>                                                                                                                | Signed by Seller & Associate                                                                          |
| <b>[ ] Additional Disclosures Including Those Mandated by State &amp; Federal Laws</b> <ul style="list-style-type: none"> <li>Required Statutory Disclosure Addendum</li> </ul> | Needed for non-board contracts. Signed by Buyer, Seller, Listing Broker, & Buying Broker              |
| <b>[ ] Purchase Price Escalation Addendum</b>                                                                                                                                   | Signed by Seller & Buyer                                                                              |

|                                           |                                                                                                                                           |
|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| <b>[ ] Appraisal Contingency Addendum</b> | Signed by Seller & Buyer                                                                                                                  |
| <b>[ ] Closing Instructions</b>           | Fill in closing instructions either in the Commission Summary section of the transaction, or upload completed sheet found on Forms Portal |