



Buyer/Sale Transaction Checklists

Required Forms:

Sales transactions must be posted into *SettlementRoom*, our online filing system and transaction management program. A tutorial for *SettlementRoom* can be found in Training Modules on the Intranet of www.Avenue3re.com. Or go to *SettlementRoom* directly at www.settlementroomhq.com, to view videos.

Sales Transactions Require the Following:

- Mandatory Licensee-Consumer Relationship Disclosure (A3 Mass License # is **8148**)
- Buyer Representation Agreement with Consent to Designated Agency **OR**
- Buyer Representation Agreement with Consent to Dual Agency.
- OR**
- Consent to Designated Agency Form **and** Consent to Dual Agency Form. (Both forms should be used for all buyer clients to determine their position on dual agency if and when it does arise.)
- Fully executed Offer to Purchase and all addenda and contingency forms (Sale of Home, Septic, Review of Condominium Documents, etc)
- Fully signed Property Transfer Notification Certification- Lead Paint
- Seller's Statement of Property Condition, signed by both buyer and seller, if available
- Fully executed Purchase and Sale Agreement and any Supplements
- Copies of Extensions (for Home Inspection, Closing Date, etc)
- Copy of MLS listing sheet
- Copy of HUD statement

If the Sale is also an Avenue 3 listing, the following items are required:

- Notification of Designated Agency from the Buyer
- Notification of Dual Agency from the Buyer