



South Florida's Premiere Residential Real Estate Sales and Training Organization

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2825 North University Drive Suite 225 Coral Springs, FL 33065

CONTRACT PROCEDURES

Employee Name _____ Date Completed _____ Time Completed _____

1. ____ If our Listing, pull from active drawer
MLS#: _____ SALESPERSON ID#: _____
2. ____ If not our listing create a file with Address, Buyer/Seller Agent Name and closing date on tab.
3. ____ Secure all pages with two holes on top of folder.
4. ____ Check for all pages of contract.
5. ____ Go to MEMO and create a deal from MEMO listing number. If not our listing go to new deal.
6. ____ Check for both signatures Buyer and Seller and all required initials.
7. ____ If our listing, change status is Showing Desk to "Under Contract".
8. ____ If our listing, change status in MLS to "PS".
9. ____ Check for Affiliated Business Disclosure (NOT necessary for rentals).
10. ____ If FSBO, check for Transaction Broker or Non Brokerage disclosure.
11. ____ If property built before 1978 Year Built ____ Check for Lead Based Paint disclosure signed by Buyer and Seller.
12. ____ If any disclosures or pages are missing from the contract, fill out a "Contract Reminder" Place one on the front of the folder and one in the agent's mailbox. Call agent to inform them of missing docs.
13. ____ If Team Title USA is holding escrow make a copy of contract and check and give check and copy of contract to Team Title USA.
14. ____ Make copy of "Contract Info Sheet" for Homebanc and Team Title USA.
15. Fill Out Blue Executed Thank you.
16. ____ Print Deal page from MEMO and Place **on top of this form** on left side of folder.