

RESALE PURCHASE CONTRACT CHECKLIST

These are all the forms required by Key Advantage Realty to complete the file and issue commission

Documents can be delivered or scanned and email / uploaded to the licensee dashboard at www.KeyNV.net

Property Address:

Buyer(s):

Agent:

FORMS

REMARKS

Duties Owed

Initial Purchase Contract

Tax Record (Can be obtained from the county assessor)

Copy of Appraisal (Value page)

Accepted, Rejected Purchase Contract

Counteroffer/Addendums (if applicable)

Residential Disclosure Guide

Copy of Earnest Money

Sellers Real Property Disclosure

Lead-Based Paint Disclosure (if built before 1978)

Common Interest Disclosure (CC&R's if applicable)

Certificate of Resale (if applicable)

Commission Instructions (issued by title company)

Structural Inspection, Mold Inspection, Pest Inspection,
Home Warranty, Roof Cert. or Notarized Release Form

"As-Is" Addendum (if applicable)