



Agent(s): _____ Weblead? Yes No Represent: _____
 Property Address: _____ Type: _____
 Seller(s) Name: _____ Buyer(s) Name: _____
 Close Date: _____ Sales Price: _____ Escrow #: _____ Salesforce : _____

Please note that this is not an all-encompassing list. Be sure to upload all applicable property data and all documents that might be relevant or important to the transaction, should we ever need to revisit the file. If in doubt, upload the document. Please write N/A if not applicable:

Closing Requirements

- 1. _____ BOH Deposit Slip
- 2. _____ Copy of Commission Check
- 3. _____ Final HUD Statement
- 4. _____ Opening Escrow Instructions (final/accurate version)
- 5. _____ Referral Agreement: _____
- 6. _____ MLS Print Out Of SOLD Status (HL Listing side only)
- 7. _____ HARPTA and FIRPTA Forms
- 8. _____ Buyer Satisfaction Waiver
- 9. _____ Seller Satisfaction Waiver

Contract Requirements

- 10. _____ Dual Agency Consent Addendum (if applicable)
- 11. _____ Contract with Counter Offer, section C Addenda
 - 11a. Addendum to PC & Amendments
 - 11b. Extension of Closing
- 12. _____ Lead Based Paint Addendum (for homes built prior to 1978)
- 13. _____ Hawaii Life Notice to Buyer Clients (required for ALL Hawaii Life Buyers)
- 14. _____ Leasehold Disclosure Documents
- 15. _____ Receipt of Leasehold Disclosure Documents
- 16. _____ G-2 Preliminary Title Report (Buyer and Seller Approved)
- 17. _____ I-1 Seller’s Real Property Disclosure Statement OR Waiver of Seller’s Disclosure
 - 17a. _____ Receipt of SRPDS
- 18. _____ J-1 General Inspection Report Approval (Signed by HL Buyer)
 - 18a. _____ Home Inspection Report (Signed by HL Buyer) OR Waiver of Professional Home Inspection
- 19. _____ K Survey Report or Staking Invoice (Signed by HL Buyer) OR Waiver of Staking and Survey
- 20. _____ L-2 Termite Inspection Report (Signed by HL Buyer) OR Waiver of Termite Inspection
 - 20a. _____ L-3 Fumigation Warranty or Spot Treatment Invoice
- 21. _____ M-1 Documents (Subdivision/AOAO/Condominium Documents) OR Waiver of M-1 Documents
 - 21a. _____ Approval or Receipt of M-1 Documents
 - 21b. _____ Project Information Form (RR105c)
 - 21c. _____ Receipt of RR105c
- 22a. _____ Exclusive Right to Sell Listing Agreement
- 22b. _____ Exhibit A or Signed MLS Listing Printout
- 23. _____ Misc Listing Documents
- 24. _____ Home Warranty Contract No: _____ (Required for all HL agents selling their own property)
- 25. _____ Escrow related documents and/or misc contingency releases
 - _____ Update PB contact status for all HL clients involved in the transaction
 - _____ Change status PB Listing File to SOLD, Enter Sales Price & Close Date (if applicable)

I certify that the fully executed above marked documents are uploaded in PropertyBase. Failure to do so will delay the issuance of payment of commission checks to agents involved in this transaction.

NOTE TO BIC: _____

TM or Agent Signature: _____ BIC Signature: _____