Checklist – Maryland BUYER Contract

Related Party or Financial Interest? Yes or No
Resale Contract New Home Contract Short Sale Foreclosure
Date Agent:
Property Address: Street
City State Zip
MLS # Listing Price:
Sales Price: Settlement Date:
Date of Ratification:
Commission: \$
Split/Referral to Other Agent (if applicable): \$ to
Settlement Co & Contact Info:
Mortgage Co & Contact Info:
Mortgage to & contact into.
Required for Sales Contracts:
Bright MLS Required 'MLS Disclosures and Residential Seller/Landlord Options'
Form 1003: Understanding Whom Real Estate Agents Represent
Form 1004: Consent for Dual Agency
RESPA Affiliated Business Disclosure Statement (not in ZipForms; obtain form in office)
Form 1341: Buyer Broker Agreement
Form 1318: Important Information for the Purchase of Real Estate
Form 1346/HUD92564: For Your Protection: Get a Home Inspection
Form 1301: GCAAR Contract -OR —Form RCOS: MAR Sales Contract
Form 1332: Addendum of Clauses- A -AND/OR- Form 1339: Addendum of Clauses-B
Form 1342: Notice of Buyer's Right to Property Condition Disclosure or Disclaimer
Form 912: Property Disclosure/Disclaimer Statement - Provided by seller/listing agent
Form 911: Inclusions/Exclusions Disclosure - Provided by seller/listing agent
Form 1312(GCAAR)/Form 1322(MAR): Montgomery County Jurisdictional Addendum
Form CMA: CMA Notice
Copy of MRIS Listing and Public Tax Record
Copy of Earnest Money Deposit Check -Held by
IF Applicable:
Form 1302: Addendum for Seller to Pay Buyer Broker Compensation
Form FTMH: First-time MD Homebuyer Transfer & Recordation Tax Addendum (for MAR Contract)
Financing Contingency Addenda: FHA (Form 1330), VA (Form 1338), or Conventional (Form 1352)
Form 915: FSBO Authorization to Show
Form 900: Government Regulations, Easements, and Assessments Disclosure & Addendum (REA)
Form 932: Utility Cost and Usage History Form
Form 907A: Federal Lead Paint Disclosure (Homes Built Prior to 1978)
Form 908: Maryland Lead Paint Notice and Disclosure (Homes Built Prior to 1978)
Form 875: Buyer Acknowledgement of Offer Terms
Form 922: Condo Addendum -OR-Form 904: HOA Addendum (Plus 1324 Delivery Acknowledgment)
Form 1344: Home Inspection Notice (and copy of Inspection Report)
Earnest Money Deposit-Check no Amount Date turned in to RA
Form 1367(GCAAR)/EABSE(MAR): Escrow Agreement - if title company is holding EMD
Form DOLS: Disclosure of Licensee Status – if related or financial interest
Other:

