

Contract Checklist - Virginia

Related Party or Financial Interest? Yes ___ or No ___	
Resale Contract ___ New Home Contract ___ Short Sale ___ Foreclosure ___	
Date	_____
Agent:	_____ Extension: _____
Property Address: Street	_____
City	_____ State ___ Zip _____
MLS #	_____
Listing Price:	_____ Sales Price: _____
	Date of Ratification: _____
Commission:	\$ _____
Split/Referral:	_____
Settlement Date	_____ Settlement Company _____

Required for All Contracts:

- Bright MLS Required 'MLS Disclosures and Residential Seller/Landlord Options'**
- Disclosure of Brokerage Relationship**
- Residential Property Disclosure Statement
- Useful Information About Real Estate Transactions
- Copy of BrightMLS Listing and Public Tax Record
- Copy of Deposit Check -Held by _____

Also Required for Sales Contracts:

- Exclusive Right to Represent Purchaser Agreement
- Residential Sales Contract (Virginia)
- Contingencies/Clauses Addendum
- Financing & Appraisal Contingency Addenda & Notices (Conventional/FHA/VA/Cash)
- Home Inspection and Radon Testing Contingency Addendum
- For Your Protection: Get a Home Inspection
- Megan's Law Disclosure
- Understanding Your Rights under the VA Resale Disclosure Act (COA/POAA)
- Purchaser's Acknowledgement of Potential Adverse Consequences

Also Required for Listings: *No commission checks will be issued without Removal Requests for Signs*****

- Listing Agreement - Exclusive Right to Sell
- Listing Agreement Addendum – Optional Buyer Broker Compensation
- Copy of Ratified Sales Contract and Addenda

IF Applicable:

- Disclosure Designated or Dual Representatives
- Private Well/Septic Addenda
- Solar Panel Addenda
- Information for Purchasers Concerning Short Sales or Bank Owned Properties
- Short Sale Contingency Addendum to Residential Sales Contract
- Post-Settlement Occupancy Agreement
- Federal Lead Paint Disclosure (Homes Built Prior to 1978)
- Buyer or Seller Notice Removal of Financing Contingency
- Other: _____
- Other: _____