



COMMERCIAL TRANSACTION CHECKLIST

01 Transaction details

AGENT NAME

CLOSING DATE

CLIENT / ENTITY NAME(S)

COMMERCIAL PROPERTY ADDRESS

TRANSACTION TYPE: PURCHASE / LEASE

ESCROW COMPANY / OFFICER

02 Required file documents

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Fully executed purchase agreement / lease agreement

Include a complete copy of the signed agreement.

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Duties Owed

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Commission invoice

Include a copy of the commission invoice.

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Final settlement statement

Include the final closing statement.

FINAL REVIEW & FILE SUBMISSION

Confirm all required signatures, initials, times and dates.

Email all paperwork as PDF files in one email at transaction end to:

files@executiverealtyservices.com