



NEW HOME TRANSACTION CHECKLIST

01 Transaction details

AGENT NAME

CLOSING DATE

BUYER(S)

PROPERTY ADDRESS / LOT

BUILDER / COMMUNITY

ESCROW COMPANY / OFFICER

02 Required file documents

☐

Fully executed purchase contract

Include a complete copy of the signed contract.

☐

Duties Owed

Signed by the buyer(s).

☐

Buyer Brokerage Representation Agreement

Include the agreement in the transaction file.

☐

Final settlement statement

Include the final closing statement.

COMMISSION & FILE SUBMISSION

Have your escrow company wire the commission / transaction fee.

Email all paperwork as PDF files toward the end of your transaction to:

files@executiverealtyservices.com