

# COMPLIANCE POLICIES AND PROCESSES

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## LISTINGS

### INITIAL LISTING REQUIRED DOCUMENTS:

- Exclusive Right to Sell Listing Agreement
- Wire Fraud Alert Disclosure
- MLS Input (this is printed from the MLS after you have entered the property info)
- Seller's Property Condition Disclosures
- MLS Full Report
- Preliminary Title Report
- Lead-Based Paint Disclosure (if home was built prior to 1978)

These documents must be submitted for review within 48 hours of taking the listing.

### UNDER CONTRACT LISTING REQUIRED DOCUMENTS:

- Accepted Contract
- Earnest Money Confirmation
- MLS Under Contract Report
- Transaction Recap (must be filled out completely)

These documents must be submitted for review within 48 hours of going under contract.

### PRIOR TO CLOSING:

- Any additional addenda
- Seller's Property Condition Disclosures (signed by all parties)
- Lead-Based Paint Disclosure (signed by all parties if applicable)
- Updated Title Commitment Report
- Production Report (signed by any BHGRE Agent receiving commission)

These documents must be submitted for review 4-5 days prior to settlement.

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## BUYERS

### INITIAL BUYER REQUIRED DOCUMENTS:

- Buyer Broker Agreement
- Wire Fraud Alert Disclosure
- Buyer Due Diligence Checklist
- For Your Protection Get a Home Inspection document

### UNDER CONTRACT BUYER REQUIRED DOCUMENTS:

- Accepted Contract
- Earnest Money Receipt
- MLS Full Report
- Transaction Recap (must be filled out completely)

All of the above documents must be submitted for review within 48 hours of going under contract.

### PRIOR TO CLOSING:

- Any additional addenda
- Seller's Property Condition Disclosures (signed by all parties)
- Lead-Based Paint Disclosure (if home was built prior to 1978)
- Title Commitment Report
- Production Report (signed by any BHGRE Agent receiving commission)

These documents must be submitted for review 4-5 days prior to settlement.