

Pinnacle One File Requirements

Buyers Agency

1. Initialed Agency Disclosure Form
2. Signed and Complete Buyer's Agency Agreement
3. Copy of Earnest Money Check (if applicable)
4. Contract of Sale signed and ratified by all parties
5. Seller's Property Disclosure Statement (if applicable)
6. Lead Based Paint Addendum (if applicable)
7. Affiliated Company Disclosure Form (if applicable)
8. Freedom Of Choice Disclosure
9. Customer Satisfaction Notice
10. Walk Through Sheet
11. Drawing of the Property
12. Mediation Disclosure Form
13. Transactional Notes
14. Copy of Home Warranty
15. Release of Agreement to Buy & Sale (if applicable)
16. Release of Buyers Agency Agreement (if applicable)
17. Copy of all reports from licensed contractors, etc.

Dual Agency

17. **Designated Agency Agreement**- if applicable, used when buyer client purchases an in house listing listed by another licensee in the office
18. **Dual Agency Agreement**- if applicable, used when a Buyer client purchases an in house listing listed by you or the broker in charge

Optional Documentation Needed

1. **Addendum**- used when additional terms are added to a contract
2. **Bill of Sale**- used when substantial personal property is being transferred with real property
3. **FHA / VA Addendum**- used when client is financing through FHA or VA

Pinnacle One File Requirements Continued**Continued Optional Documentation Needed**

4. **Home Inspection Waiver**- used when client decides not to use a home inspector
5. **Mold Disclosure**- used when a client is concerned with mold, a report from a licensed person suggests that mold may be present, or if you suspect mold to be present
6. **One Time Showing Agreement**- used when working with a For Sale By Owner
7. **Option**- used when buyer is taking an option to Purchase the property at a future date
8. **Owner Financing Waiver**- used when the buyer is purchasing the property through land contract
9. **Pre-Qualification Form**- used when buyer inquires about funds needed for closing
10. **Procurement Agreement**- used in commercial transactions Where buyers are from different jurisdictions
11. **Referral Form**- used when referring a purchaser to a Licensee
12. **Sub Prime Lending Waiver**- used when purchaser is using sub prime lending resulting in risky credit terms
13. **Termite Inspection Waiver**- used when a purchaser is not having the property inspected by a termite inspector
14. **Term Mortgage Lending Waiver**- used when a purchaser is using an interest only mortgage



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Pinnacle One File Requirements Continued

Buyer Customer File Requirements

1. Signed Agency Disclosure Form
2. Copy of Earnest Money Check (if applicable)
3. Contract of Sale signed and ratified by all parties
4. Seller's Property Disclosure Statement (if applicable)
5. Lead Based Paint Addendum (if applicable)
6. Affiliated Company Disclosure Form (if applicable)
7. Freedom Of Choice Disclosure
8. Customer Satisfaction Notice
9. Copy of all reports from licensed contractors, etc.
10. Mediation Disclosure Form
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12. Copy of Home Warranty
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