

## Pinnacle One File Requirements

### Sellers Agency

1. Initialed Agency Disclosure Form
2. Signed and Complete Exclusive Right to Sell 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. Drawing of the Property
9. Customer Satisfaction Notice
10. Mediation Disclosure Form
11. Transactional Notes
12. Copy of Home Warranty
13. Release of Agreement to Buy & Sale (if applicable)
14. Release of Sellers Agency Agreement (if applicable)
15. Copy of all reports from licensed contractors, etc.

### Dual Agency

16. **Designated Agency Agreement**- if applicable, used when buyer client purchases an in house listing listed by another licensee in the office
17. **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
4. **For Sale By Owner Agreement**- used when representing a seller on a one time showing situation

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

5. **Lender Verification Form**- used when seller wants all buyers pre screened for creditworthiness
6. **Multiple Listing Service Input Sheet**- used when taking a listing to ensure accuracy when entering into the MLS.
7. **Option**- used when buyer is taking an option to Purchase the property at a future date
8. **Sellers Net Sheet**- used to estimate sellers closing Costs
9. **Referral Form**- used when referring a purchaser to a Licensee

**Seller 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. One Time Showing Agreement (if applicable)
8. Customer Satisfaction Notice
9. Copy of all reports from licensed contractors, etc.
10. Transactional Notes
11. Release of Agreement to Buy & Sale (if applicable)