

Checklist “report card” items for typical real estate transaction

For listing:

- Mackintosh listing data sheet – can be found in office or on Mackintosh website
- Listing agreement
- Lockbox Addendum (if applicable)
- Agency disclosure – only needed for specific situations in MD. Always need for WV
- Consent for Dual Agency – always needed for MD
- Property Disclosure/Disclaimer – unless exempt (not often exempt)
- Lead paint disclosure (s) if property constructed prior to 1978
- Right to Farm Disclosure or local jurisdictional disclosure
- Mackintosh Business Disclosure
- Conveyance checklist
- Home warranty form (if applicable)
- MLS printout
- Seller net sheet
- HOA disclosure (if applicable)
- Consumer Notice – PA only

For contract of sale:

- Mackintosh sale data sheet – can be found in office or on Mackintosh website
- Buyer agency agreement
- Mackintosh Business Disclosure
- Sales agreement/contract
- Financing addendum
- Inspection addenda
- Seller contribution addendum (if applicable)
- First-time buyer addendum – MD only (if applicable)
- Copy of deposit check
- Escrow agreement (only if deposit NOT being held by either real estate broker)
- Agency disclosure – only needed for specific situations in MD. Always need for WV
- Consent for Dual Agency – MD, only if other agent is also affiliated with Mackintosh
- Notice to buyer/seller of disclosure/disclaimer law in MD
- Property Disclosure/Disclaimer – unless exempt (not often exempt)
- Right to Farm Disclosure or local jurisdictional disclosure
- Lead paint disclosure (s) if property constructed prior to 1978
- House to sell or settle addendum (if applicable)
- HOA or condo disclosure (if applicable)
- Consumer Notice to buyer – MD & PA
- Home warranty form (if applicable)
- MLS printout