



# BUYER COMPLIANCE CHECKLIST

Checklist must be turned in with buyer file at least 10 days before closing to

[DAYMANAGER@GMRSTAFF.COM](mailto:DAYMANAGER@GMRSTAFF.COM)

**\*\*A \$100 NON-COMPLIANCE FEE WILL BE CHARGED WHEN FILE IS TURNED IN LESS THAN 10 DAYS FROM CLOSING\*\***

Address \_\_\_\_\_ City \_\_\_\_\_ ZIP \_\_\_\_\_

Buyer Name \_\_\_\_\_ Agent \_\_\_\_\_ Est. Close Date \_\_\_\_\_

## **SEE BOTTOM OF PAGE FOR ADDITIONAL REQUIRED FORMS**

### **THAT MAY APPLY TO THIS TRANSACTION**

Type of Listing: (check one)  Traditional  New Construction  Short Sale  HUD  Bank Owned

- BUYER Compliance Checklist
- Greater Midwest Buyer Disclosures
- Agency Relationships in RE Transactions (dated at 1<sup>st</sup> point of contact regarding real estate)
- Exclusive Right to Represent Buyer
- Wire Fraud Alert
- Referral Agreement (if applicable)
- Compensation Disclosure to Buyer
- Closing Information sheet (Recommended – Send to your Title company)
- Pre-Approval Letter (for FINANCED offers)
- Proof of Funds (for CASH offers)
- Counteroffer Addendum (if applicable)
- Any Amendments (if applicable)
- Purchase Agreement
- GMR Personal Property Agreement
- Well & Septic Contingency Addendum (if applicable)
- Arbitration Disclosure (ALL PARTIES NEED TO SIGN OR DECLINE)
- Property Disclosure or Alternative (signed by all parties)

### **ADDITIONAL REQUIRED SIGNED PAPERWORK**

#### **Additional Disclosures**

- Truth-In-Housing/Point of Sale
- Lead Based Paint (before 1978)
- "AS IS" Addendum
- Well Disclosure
- Subsurface Sewage Disclosure
- Methamphetamine Disclosure
- Location Map
- GMR Contract for Deed Disclosure

#### **Bank /Short Sale/HUD**

- Short Sale Contingency
- Bank Approval Letters
- Additional Bank Addendums

#### **Condo/Townhome**

- Condo Doc. Receipt
- Right of Rescission
- CIC Addendum
- Resale Transfer Disclosure