

MARYLAND CONTRACT PROCESSING SHEET-September 2012

Fill in this cover sheet, attach contract, and hand in to front desk for office case file.

REFERRAL: YES/NO. Referral To (Broker Name): _____	
Agent's Name: _____	% due _____
_____	Mailing Address _____
_____	Zip _____
Earnest Money Deposit Check for \$ _____ (Please include copy with contract)	
HELD BY: This office: _____	Coop Broker: _____
_____	Builder: _____
_____	Atty: _____
Check to go into: Regular Escrow: _____	
Interest Bearing Escrow: _____ (\$25 fee & must attach W-9)	
Excess Deposit? YES/NO. If YES, how much: \$ _____ (request check 7 days before settlement)	
(Check one or more): YOUR LISTING SOLD: _____ RE-SALE (inc. own listing sold): _____ NEW HOME SALE: _____	
SALES PRICE: \$ _____	Contract Settlement Date: _____

Property Address: _____

Seller's Name: _____

Buyer's Name: _____

LISTING AGENT: _____

SELLING AGENT: _____

Company Name: _____

Company Name: _____

Phone: _____

Phone: _____

CHECKLIST

If you wrote it, attach ORIGINAL here. No commission checks will be paid unless all required forms are provided by settlement.

For All Contracts:

- _____ Copy of Deposit Check
- _____ **Some Information Relative To The Purchase Of Real Estate** (GCAAR #1318) MC form
- _____ IF RESALE, **Residential Contract of Sale** (GCAAR #1300) or **Regional Contract** (GCAAR #1301)
- _____ IF BUILDER, **Builder Contract-** (with builder contract-just attach Agency Disclosure, Buyer Broker Agreement & Some Info.)
- _____ **Addendum of Clauses** (GCAAR #1332)-only necessary if applicable
- _____ **Maryland Property DISCLOSURE/DISCLAIMER** (GCAAR #912)
- _____ **REA Addendum** (GCAAR# 900) MC form
- _____ **MC Jurisdictional Addendum** (GCAAR #1312) or other appropriate jurisdictional addendum
- _____ **Notice to Buyer & Seller of Buyer's Rights Under MD's Property Condition Disclosure Law** (GCAAR#1342)
- _____ **BUYER'S FINANCIAL SHEET** (GCAAR #1337), **PRE-QUAL Or APPROVAL LETTER**
- _____ **Office Disclosure** (office form) must be attached if you are working with buyer.

Acting As SELLING AGENT, did you represent the BUYER: YES/NO? If YES, attach

_____ **Buyer Agency Agreement** (GCAAR#1341)

_____ **Understanding Whom Real Estate Agents Represent** (GCAAR #1003)

Acting as BUYER'S AGENT, did you sell an OFFICE LISTING? YES/NO. If YES, attach

_____ **Consent for Dual Agency** (GCAAR #1004)

First-Time Buyer: YES/NO? If YES, attach

_____ **First-Time Buyers Transfer & Recordation Tax Addendum** (GCAAR #1335) MD form

(You do not need this if you used the MC Jurisdictional Addendum or MAR Contract)

Mandatory HOA: YES/NO? If YES, attach

_____ **Notice Pursuant To MD Homeowners Association Act** (GCAAR #1323) MD form

Condominium Ownership: YES/NO? If YES, attach

_____ **Condominium Resale Disclosure/Addendum To Contract Of Sale** (GCAAR #922)

LEAD PAINT LAW: WAS PROPERTY BUILT BEFORE 1979? YES/NO.

_____ COPY: **Maryland Lead Paint Disclosure & Notice Statement** (GCAAR#908) MD form

_____ COPY: **Lead Paint Federal Disclosure** (GCAAR#907)

DID BUYER CHOOSE TO HAVE LEAD PAINT INSPECTION: YES/NO. If YES, attach:

_____ **Lead Based Paint Inspection Addendum** (GCAAR #1339)

FHA CONTRACT: YES/NO. If YES, attach

_____ **FHA Addendum** (GCAAR #1330)

VA CONTRACT: YES/NO. If YES, attach

_____ **VA Addendum** (GCAAR #1338) MD form

SHORT SALE: YES/NO. If YES, attach

_____ **Short Sale Addendum** (GCAAR #1362) MD form