

Pre-closing Risk Reduction Review

(Seller)

to (Buyer)

Requesting Agent Signature: _____

Date:

Please obtain/complete all necessary documents prior to closing. Associates shall be individually responsible should actions or assessments against the company arise that could have been mitigated had the agent obtained/completed the following disclosure and risk reduction articles:

Agency Disclosure Form

signed ☐ and dated ☐ by (Consumer)
signed ☐ and dated ☐ by Agent
signed ☐ and dated ☐ by all FSBO Sellers

Copy of Listing Agreement or Buyer Broker Contract

signed ☐ and dated ☐ by Client and Agent

SPIR

signed ☐ and dated ☐ by all Sellers
signed ☐ and dated ☐ by all Buyers

Lead Disclosure

signed ☐ and dated ☐ by all Sellers
signed ☐ and dated ☐ by all Buyers
signed ☐ and dated ☐ by Agent

Sellers Disclosure (1,2)
Purchasers (3, 4, 5)
Agent Acknowledgement

initialed ☐ by all Sellers
initialed ☐ by all Buyers
initialed ☐ by Agent

Lead Addendum

signed ☐ and dated ☐ by all Sellers
signed ☐ and dated ☐ by all Buyers
Dated not earlier than Lead Disclosure ☐

Included in Closing file

Sales Summary Sheet Complete: Yes ☐ No ☐
Closing Statement: Yes ☐ No ☐
VT Fire & Safety Smoke/Co2: Yes ☐ No ☐

Source of Lead:

Buyer Seller

☐
☐
☐
☐☐
☐
☐
☐

Floor Time
Personal Marketing
Prospecting
Former Client

Buyer Seller

☐
☐
☐
☐☐
☐
☐
☐

Office Referral
Agent Referral
Client Referral
Sphere of Influence

Buyer Seller

☐
☐
☐☐
☐
☐

Company Advert
Internet
Other