Sale Pending File Contents

1. Sales Worksheet - found on the Intranet under MLS
2. Earnest Money Contract
   TREC 20-13/TAR-1601 (1-4 Family Resale)
   TREC 23-14/TAR-1603 New Home Contract (Incomplete Construction)
   TREC 24-14/TAR-1604 New Home Contract (Complete Construction)
   TREC 30-12/TAR-1605 Residential Condominium Contract (Resale)
   TREC 9-12/TAR-1607 Unimproved Property Contract
   TAR-1608 New Residential Condominium Contract (Completed Construction)
   TAR-1609 New Residential Condominium Contract (Incomplete Construction)
   TREC 25-11/TAR-1701 Farm and Ranch Contract
3. Receipt for Earnest Money or EM receipt may be on p8/p9 of the contract
4. Amendments TREC 39-8/TAR 1903, if any
5. Representation Forms as needed. See Attached Reference Sheet.
7. Seller’s existing Survey, if Item 6 C (1) is marked on the Earnest Money contract
8. Residential Real Property Affidavit T-47 (TAR 1907) in Drawer 107, if using Seller’s Existing Survey - 6 C (1) on Earnest Money Contract
9. Information about Special Flood Hazard Areas (TAR-1414) 01-01-14, if applicable. Required if property presently has flood insurance. See the requirement on p2 Sec3 of the Seller’s Disclosure Notice
10. Any Other Notices- such as Water District Notice (HAR 400A), Notices about Reliance on Information from Other Sources, etc
13. Mandatory Membership in an Owners’ Association (TREC NO. 36-8/TAR-1922 09/01/2014) and Subdivision Information Including Resale Certificate (TREC 37-5s), if provided
14. Other Addenda listed on Earnest Money Contract p7or8 Item 22, such as Third Party Financing, Mandatory HOA, Temporary Leases, “Back-Up”, Oil Gas Minerals, Coastal, Environmental, Short Sale, Seaward, Lead Based Paint. Under “Other” write in (TAR-1924/TREC OP-M) Non-Realty Items Addendum or (TAR 2515) Reverse Mortgage Financing Addendum, if used.
15. Any Other Papers, such as Information About Property Insurance for a Buyer or Seller (TAR-2508), Loan Approval Letters, Inspection Notices, Etc
16. Prorated Tax Provision or Title Company Tax Agreement
17. Buyer’s Walk-Through and Acceptance Form (TAR-1925)