

COMMERCIAL TEMPLATE

CLIENT NAME: _____

PROPERTY ADDRESS: _____

INSTRUCTIONS : AGENTS ARE TO ENSURE ALL FORMS ARE THE LATEST C.A.R. REVISIONS. All non C.A.R Forms can be found on the Intranet Keller Williams Website or on Agent Services desk.

REQUIRED DOCUMENTS FOR ALL LEASE AND SALE TRANSACTIONS	
00	AGENCY DISCLOSURE
1	LISTING AGREEMENT
2	COMMISSION AGREEMENT
3	CO-BROKER AGREEMENT
4	ADA/HAZMAT/TAX DISCLOSURE
5	NATURAL HAZARD DISCLOSURE
6	OTHER REPORTS
7	OTHER DOCUMENTS REQUIRED BY LOCAL/STATE REGULATORY AGENCY
8	GREENSHEET
LEASE TRANSACTIONS	
9	LEASE APPLICATION / LETTER OF INTENT (LOI)
10	FULLY EXECUTED LEASE AGREEMENT
11	LISTING / MARKETING FLYER PRINT OUT IN LOOPNET OR COSTAR
12	ALL OTHER OFFERS, COUNTER OFFERS, CORRESPONDANCE, AND OTHER PERTINENT INFORMATION
SALE TRANSACTIONS	
13	ALL OFFERS, COUNTER OFFERS, LETTER OF INTENT (LOI)
14	LISTING / OFFERING MEMORANDUM / MARKETING FLYER PRINT OUT IN LOOPNET OR COSTAR
15	COPY OF BUYER'S FINANCIALS - LENDER STATEMENT OR VOF
16	FULLY EXECUTED PURCHASE CONTRACT
17	COPY OF ESCROW INSTRUCTIONS
18	COPY OF ESCROW COMMISSION AUTHORIZATION
19	COPY OF BUYER/SELLER SIGNED ESTIMATED CLOSING STATEMENT
20	COPY OF PRELIMINARY TITLE REPORTS
21	EXECUTED FIRPTA OR EVIDENCE OF COMPLIANCE (SELLER)
22	COMMERCIAL PROPERTY OWNER'S GUIDE TO EARTHQUAKE SAFETY
23	FULLY EXECUTED DISCLOSURE OF INFORMATION ON LEAD BASED PAINT AND/OR LEASE BASED HAZARDS (MULTI-FAMILY PROPERTIES BUILT BEFORE 1978)
24	1031 EXCHANGE - INTERMEDIARY PACKAGE
25	CLIENT CORRESPONDANCE
26	(CLCA) COMMERCIAL LEASE CONSTRUCTION ACCESSIBILITY ADDENDUM

Revised 12/13/16