



Higgins Group Binder Checklist

All information must be filled out and handed in to office manager upon a fully executed transaction,
if not this will delay your commission check!

PROPERTY & AGENT INFORMATION:

Property: _____ Town: _____
 Listing #: _____ Sale Price: \$ _____
 Orig. List Date: _____ SHOW Date: _____ Contract Date: _____ Close Date: _____
 Listing Agent: _____ Buyer Agent: _____
 Agency: _____ Agency: _____
 Address: _____ Address: _____
 Town: _____ Phone: _____ Town: _____ Phone: _____
 Email: _____ Email: _____

COMMISSION INFORMATION: % List Side: _____ % Buy Side: _____ Sale Price \$ _____
 Referral: NO Yes _____% (Attached Signed Copy) Referral To: _____
 Escrow Held by Higgins: NO Yes \$ _____ (copy attached) Escrow Released: NO Yes
 Seller Concessions: NO Yes \$ _____
 Comments: _____

SELLER, BUYER & ATTORNEY CONTACT INFORMATION:

Seller/Landlord: _____
 Address: _____
 Phone: _____ Email: _____
 Seller Attorney: _____
 Address: _____
 Phone: _____ Fax: _____ Email: _____

Buyer/Tenant: _____
 Full Address: _____
 Email: _____ Phone: _____
 Buyer Attorney: _____
 Address: _____
 Phone: _____ Fax: _____ Email: _____

PLEASE ATTACH FOLLOWING ORIGINAL PAPERWORK AND HAND INTO OFFICE MANAGER:

- | | |
|---|--|
| <p>N/A Included/Completed</p> <p>____ Signed Lead Disclosure</p> <p>____ Original signed binder – dated/signed/Initialed</p> <p>____ Original signed contract – dated/signed/initialed</p> <p>____ *Original signed Exclusive Right To Represent</p> <p>____ Original signed “Disclosure of RE Agency Relationship”</p> <p>____ Copy of Deposit Check</p> <p>____ Fair Housing Notice**</p> <p>____ Addendum Electronic Signature</p> | <p>N/A Included/Completed</p> <p>____ **Copy of Listing Agreement</p> <p>____ Signed Mold Disclosure</p> <p>____ Signed Res. Property Disclosure</p> <p>____ Signed Dual Agency Agreement</p> <p>____ Copy of pre-approval</p> <p>____ Returned lockbox into office**</p> <p>____ *Short Sale Addendum</p> |
|---|--|

*If Buying Agent only ** If Listing Agent only