

CHECKLIST OF DOCUMENTS HELPFUL FOR GRIEVANCE COMMITTEE AND PROFESSIONAL STANDARDS COMMITTEE

(All documents submitted need to be legible enough for copying)

- LISTING CONTRACT
- LEASE AGREEMENT
- PROFESSIONAL MANAGEMENT AGREEMENTS
- AGENCY DISCLOSURES
- BUYERS BROKER AGREEMENT
- PURCHASE CONTRACT
- ADDENDUMS
- COUNTER OFFERS
- ESCROW INSTRUCTIONS AND ALL SUPPLEMENTS
- EARNEST DEPOSIT RECEIPTS
- ESTIMATED COST SHEETS
- DATED CLOSING STATEMENTS
- RECEIPTS OF EXPENSES
- LEGIBLE COPIES OF ALL CORRESPONDENCE