

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