



RE/MAX CHAMPIONS

VACANT LAND CHECKLIST

Full Address: _____

Agent: _____, Date File Turned In: ___/___/___, Type of Sale: _____

Agent Checked	Broker Verified	
		1) RE/MAX Champions Cover Letter & Checklist
		2) Property Profile
		3) Listing Agreement
		4) Agency Relationship
		5) Land Purchase Contract
		6) Counter Offers: # ____, # ____, # ____
		7) Seller Vacant Land Questionnaire (VLQ)
		8) Escrow Instructions (Including Commission Authorization and any Escrow Amendments)
		9) Escrow's Receipt for Buyer's Deposit, Copy of Check, & Copy of Trust Log Entry
		10) Earthquake Safety & Environmental Hazards Guide Book
		11) Natural Hazard Disclosure (Full report with signatures)
		12) Preliminary Title Report
		13) Closing Statement from Escrow
		14) Copy of MLS Active & Sold status
		15) (If applicable) Any other forms or disclosures

NOTE: Even for REOs, HUDs, and VAs you need to submit all documentation. In Seller's place for signature, just write EXEMPT. Agency Confirmation is required on HUD and VA (AC-6).

Commission will be held until all required items are completed and signed by close of escrow.
(Revised May 2014 – JJP)

Broker Checked: _____
Date: _____