



# RE/MAX CHAMPIONS

## NEW HOME Checklist

Full Address: \_\_\_\_\_

Agent: \_\_\_\_\_, Date File Turned In: \_\_\_\_/\_\_\_\_/\_\_\_\_

Agent Checked	Broker Checked	Notes:
		1) Referral Agreement
		2) Commission Authorization (from Escrow)
		3) Any Other Disclosures, Addendums, Forms or Statements
		4) Closing Statement

Broker Checked: \_\_\_\_\_

Date: \_\_\_\_\_

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