

LJ Realty Team

127-03 Rockaway Blvd

South Ozone Park, NY 11420

(516) 218-1261

Agent Closing Checklist

Your Name (LJ Agent): _____

Client Name(s): _____

Property Address: _____

Type Of Property:

1-4 Residential Units Condo CO-OP

Commercial (Mixed used is considered commercial)

Who did you Represent? Buyer Seller Dual _____

Is this an Office Lead? Yes No

Please Provide copies of:

- 1. Agency Disclosure (must be dated before the contract date)
- 2. Anti-Discrimination Disclosure (must be dated before the contract date)
- 3. Offer Sheet
- 4. Deal Sheet (Both the Listing Agent and Buyer Agent are required to complete their own deal sheet)
- 5. Fully Executed Contract (must state LJ Realty Team in the contract)
- 6. Signed Written Agreement (Buyer's Right to Represent **OR**- Listing - Exclusive Right to Sell)
- 7. Signed Co-brokerage OR Confirmation of Seller's Agreement to pay Buyer's Broker
- 8. Signed Final Walk Thru Checklist (must be signed by buyer after walk thru)
- 9. Closing Disclosure (CD) (Issues 3 days before closing, verify your name on page 5)

New York State Law requires our office to store these documents for at least 5 years.