

# 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.***