

LJ Realty Team

127-03 Rockaway Blvd

South Ozone Park, NY 11420

(516) 218-1261

Closing Checklist

LJ Agent Name: _____

Client Name(s): _____

Property Address: _____

Type Of Property:

1-4 Residential Units

Commercial (Mixed used is considered commercial)

Representation: Buyer Seller Dual _____

Is this an Office Lead: Yes No

Provide copies of:

Agency Disclosures Anti-Discrimination Disclosure

Deal Sheet Fully Executed Contract

Closing Disclosure (CD) Written Agreement

Buyer Agent – Right to Represent Agreement

Or Listing Agent – Exclusive Right to Sell

Total Commission Amount: \$ _____

Your Commission Amount: \$ _____

Your Commission Level: _____