



Texas Ally  
real estate group

## Residential Transaction Checklist

All Documents to be loaded into Brokersumo

### For Sales

- Signed IABS Form
- Buyer's Representation Agreement / Listing Agreement
- Executed & Received Contract Documents
  - Include all addenda, amendments, exhibits, and appendices
  - MAKE SURE to get a signed earnest money receipt page
- Seller Disclosure Notice
- Filled Out Commission Disbursement Authorization Form (CDA)
  - Filled out through Brokersumo
  - CDA must be filled out for all Sales and Leases
  - CDA must be signed by broker to be paid directly at closing
  - Document to be signed by broker no sooner than a week before closing
- Final SIGNED settlement Statement

### For Leases

- Signed IABS Form
- Residential Lease Listing Agreement (when listing)
- Approved Lease Application
- Lease Agreement
- Agreement Between Brokers For Residential Leases
- Lease Invoice
- Applicable W9 forms
  - Will be needed when TA must pay someone else out from the commission
- Filled out CDA through BrokerSumo

\*\*\*Apartments are a different animal, we can discuss how those work