



Agent's Name: _____
Address: _____
City: _____
Closing Date: _____
Earnest \$: _____
Held By: _____

MLS#: _____
Year Built: _____
Zip: _____
List price: _____
SalePrice: _____

Reports upload into Wolf

1. Listing Report
2. Sale Pending Package
3. Sale Closing Package

☐ **Listing File to include:**

- ☐ **Residential Listing Agreement or Commercial Listing Agreement**
- ☐ **Consumer Guide** for OwnerLand Realty (signed before a listing agreement)
- ☐ **Property disclosure** (Unless new construction or bank owned)
- ☐ **Lead Disclosure** (Unless built after 1978)
- ☐ Addendums and/or forms associated with short sales, REO, etc.
- ☐ Copy of Warranty Application
- ☐ *Copy of Agency Disclosure is not needed on Listings.*

☐ **Sale Pending Package to include:**

- ☐ **Affiliated Business Arrangement Disclosure (If Applicable)**
- ☐ **Copy of Agency Disclosure**
- ☐ **Residential Purchase Agreement or Commercial Purchase Agreement**
- ☐ **Consumer Guide** Signed before Contract is signed (only needed if you are selling agent, you should have sent it with the listing.)
- ☐ **Property disclosure** (Unless New Construction, Bank owned, or Commercial)
- ☐ **Commercial Property Reports**, if needed, such as; Environment Audit, etc.
- ☐ **Lead Disclosure** (Unless built after 1978)
- ☐ **Copy of earnest Money check**
- ☐ Copy of deposit receipt (if OwnerLand is holding deposit Check to PNC Bank OwnerLand KY Trust acct# 4669486004)
- ☐ Copies of Addendums and/or forms associated with the sale.

☐ **Closing File:**

- ☐ **Sale Closing Report**
- ☐ **Copy of signed HUD** (Settlement Statement) or **Closing Disclosure**
- ☐ **Copy of Commission check**
- ☐ **Copy of Deposit slip** (deposit Check to PNC Bank OwnerLand OH Operating acct# 4202412458)
- ☐ Any addendums added after pending file processed
- ☐ Copy of the Home Warranty order Form with confirmation number
- ☐ Copy of Warranty Check (if given to you to be sent by you or sent by title company)
- ☐ Copies of an Repair Receipts/Invoices

Upload to your wolf account and notify your manager by sending "agent file submit" through our website. This allows expediting commission payment to you.