

# SALES/PURCHASE CHECKLIST



EMAIL contract documents to PAPERLESS PIPELINE:  
[4408-10533-1265@docs.paperlesspipeline.com](mailto:4408-10533-1265@docs.paperlesspipeline.com)  
**ALL CONTRACT PAPERWORK MUST BE COMPLETE**

STREET ADDRESS \_\_\_\_\_ MLS # \_\_\_\_\_

CITY \_\_\_\_\_ ZIP \_\_\_\_\_ CLOSING DATE \_\_\_\_\_

BINDING AGREEMENT DATE \_\_\_\_\_ [line 505 of P/S Agmnt or line 43 of Counter Offer]

TRUST MONEY IS DUE \_\_\_ DAYS AFTER BINDING AGREEMENT [line 144 of P/S Agmnt]

SALES PRICE \_\_\_\_\_ REPRESENTING:  BUYER  SELLER  FACILITATOR

BENCHMARK AGENT(S): \_\_\_\_\_ Cool Springs-112 Cool Springs-115  
Hendersonville Midtown Mt Juliet Murfreesboro

Submit the following (include additional documentation if it is a specific component of the contract):

- Printout of Active MLS Sheet
- Copy of earnest money check / Holder of trust money: \_\_\_\_\_  
*If Benchmark is to hold the funds, you MUST submit a Check Submission Form to Admin at the office where delivery is expected PRIOR to drop off OR make certain the form physically accompanies the check.*
- Compensation Agreement between Listing/Selling Broker (TAR form RF702)
- Confirmation of Agency Status (TAR form RF302)
- Purchase and Sales Agreement (TAR form RF401) and any associated Counter Offers (TAR form RF651)
- TN Residential Property Condition Disclosure (TAR form RF201) or Exemption Notification (TAR form RF203)
- Disclaimer Notice (TAR form RF304)
- RESPA Affiliated Business Disclosure *with BENCHMARK client's signature*
- Buyer Representation Agreement if representing buyer(s) (TAR form RF141)
- (If applicable) FHA/VA Addendum (TAR form RF625)
- (If applicable) Lead-Based Paint Disclosure (TAR form RF209)
- (If applicable) Impact Fees or Adequate Facilities Taxes Disclosure (TAR form RF207)
- (If applicable) Personal Interest Disclosure (TAR form RF207)
- (If short sale) Short Sale Disclosure & Short Sale Amendment (RF 659 & RF713)
- (If applicable) Subsurface Sewage Disposal System Permit Disclosure (TAR form RF208)
- (If applicable) Referral Agreement (TAR form RF701) **NOTE: Benchmark's policy is for the closing agency to pay ALL OUTBOUND REFERRAL FEES, at the closing table.**

**Notes:**