

# TRANSACTION DOCUMENTS RECEIPT



## PLEASE COMPLETE THIS FORM EACH TIME YOU DELIVER DOCUMENTS!

This TRANSACTION DOCUMENTS RECEIPT applies to the Real Estate Purchase Contract with an Offer Reference Date of \_\_\_\_\_ entered into by and between \_\_\_\_\_ as Seller and \_\_\_\_\_ as Buyer regarding property located at \_\_\_\_\_ (the "Property")

### THE FOLLOWING DOCUMENTS HAVE BEEN RECEIVED OR DELIVERED AS SHOWN BELOW

Initials of person receiving documents

- [ ]  Copy of the Real Estate Purchase Contract (including addenda) signed by the Buyer and the Seller
- [ ]  Agency Disclosures  Buyer Representation Agreement  Listing Agreement  Limited Agency Consent
- [ ]  Seller's Property Condition Disclosure Form  Property Checklist  \_\_\_\_\_
- [ ]  Lead Based Paint Disclosure and Acknowledgement  EPA Lead Based Paint Pamphlet
- [ ]  Commitment for Title Insurance No. \_\_\_\_\_, issued by \_\_\_\_\_
- [ ]  CC&R's for the \_\_\_\_\_  Condominiums  Subdivision
- [ ]  Homeowner's Association  Budget  Financial Statement  Minutes
- [ ]  Property Inspection Report dated \_\_\_\_\_ prepared by \_\_\_\_\_
- [ ]  Survey Map dated \_\_\_\_\_ prepared by \_\_\_\_\_
- [ ]  Inventory of Personal Property included in the transaction
- [ ]  Leases affecting the Property  Copy of Property Management Contract(s) affecting the Property
- [ ]  Copies of Water Certificates/Water Shares  \_\_\_\_\_
- [ ]  Written Notice of  Loan Denial  Loan Approval By \_\_\_\_\_ (Lender)
- [ ]  Written Notice of Cancellation of Contract by  Buyer  Seller
- [ ]  Written Notice of Objections based on Evaluations and Inspections
- [ ]  Description of Additional Enclosed Document(s): \_\_\_\_\_

(SIGN BELOW & INITIAL ABOVE NEXT TO DOCUMENTS THAT HAVE BEEN CHECKED)

A.  I have placed my initials next to the documents checked above, and I have signed where indicated below acknowledging my receipt of each of the documents checked above.

Signature of  Seller  Seller's Agent  Buyer  Buyer's Agent  Other \_\_\_\_\_

\_\_\_\_\_  
(Signature) (Date) (Signature) (Date)

B.  I personally caused a final copy of the document(s) checked above to be  faxed  mailed to:  Seller  Seller's Agent  Buyer  Buyer's Agent, on: \_\_\_\_\_ (Date) by:  Certified Mail/Return Receipt Requested - Cert. No. \_\_\_\_\_  Overnight/Express Mail Airbill No. \_\_\_\_\_  Other \_\_\_\_\_

Sent by: \_\_\_\_\_