



Golden Real Estate & Investments, LLC  
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## PURCHASE RESIDENTIAL FILE CHECKLIST

### ATTENTION !!!

1. YOUR BEST "DEFENSE ATTORNEY" IS YOUR COMPLETE PAPER FILE & DISCLOSURES
2. IT IS A CRIMINAL OFFENSE TO FORGE YOUR CLIENT'S SIGNATURE

Property Address: \_\_\_\_\_

MLS # \_\_\_\_\_

Agent's Name: \_\_\_\_\_

Buyer (Name): \_\_\_\_\_

File Open Date: \_\_\_\_\_

Close Date: \_\_\_\_\_

- 1. Tax Star
- 2. Residential Purchase Agreement (Fully Executed with ALL Counter Offers & Addendums)

### SHORT SALE FORMS:

- 3. Short Sale Addendum to Purchase Contract (zip forms)
- 4. Copy of Earnest Money (or Copy of Wire confirmation from title)
- 5. Residential Disclosure Guide Acknowledgement Receipt
- 6. Duties Owed by Nevada Real Estate Licensee
- 7. FINAL ! Settlement Statement / FINAL HUD
- 8. Escrow Instructions
- 9. Preliminary Title Report & PLAT MAPS
- 10. Confirmation Regarding Real Estate Agent Relationship
- 11. Buyer's Response to Home Inspection and Request for Repairs
- 12. MLS Printout (showing ER, P and S Printouts)
- 13. Waiver of NRS 113 Rights "As Is Addendum" ( ONLY when it applies )
- 14. Seller's Real Property Disclosure Form ( can be OMITTED if Waiver NRS 113 is present )
- 15. Purchasers Receipt of the Common Interest Community "RESALE PACKAGE" ( IF in a HOA )
- 16. Information Statement Disclosing Homeowner's Rights & Obligations ( IF in a HOA )
- 17. Disclosure of Information on Lead-Based Paint/Hazards ( IF Property was built BEFORE 1978 )
- 18. Golden Real Estate "ALL INCLUSIVE DISCLOSURE" (NEW !!!, 5 pages)
- 19. Walk-Through Inspection and Release
- 20. Golden Real Estate Waiver/Decline of Coverage OR Home Warranty Information

### ADDITIONAL FORMS -- REO:

#### REO TRANSACTION:

- 21. REO Notice: Did You Know You're Buying an REO? (zip form)
- 22. Golden Real Estate Bank Owned Property Buyer Disclosure