



Mandatory Documents

Checklist *Sales*

Email or deliver all completed paperwork to Sales@URGFL.com for paperwork review and disbursement requests

- **Residential Sale representing the Seller**
 - Commission agreement
 - Sales contract
 - Flood disclosure
 - Closing statement/HUD-1
 - Copy of escrow checks
 - Applicable addendums/disclosures (as needed)
- **Residential Sale representing the Buyer**
 - Exclusive buyer brokerage agreement
 - Compensation agreement (if being paid by the seller)
 - Sales contract
 - Flood disclosure
 - Closing statement/HUD-1
 - Copy of escrow checks
 - Applicable addendums/disclosures (as needed)
- **Commercial Sale representing the Seller**
 - Commission agreement
 - Sales contract
 - Closing statement/HUD-1
 - Copy of escrow checks
 - Applicable addendums/disclosures (as needed)
- **Commercial Sale representing the Buyer**
 - Commission agreement
 - Sales contract
 - Closing statement/HUD-1
 - Copy of escrow checks
 - Applicable addendums/disclosures (as needed)
- **Preconstruction Sale representing the Buyer**
 - Exclusive buyer brokerage agreement
 - Broker registration (if being paid by the seller)
 - Sales contract
 - Closing statement/HUD-1
 - Copy of escrow checks
 - Applicable addendums/disclosures (as needed)
- **Sale Referrals**
 - Referral agreement