



ATTN URG AGENTS

**Effective Immediately:
1/29/2026**

The **Escrow Letter** has been added as a mandatory document for the following TransactionDESK checklists and templates:

- Commercial Sale (Representing the Buyer)
- Commercial Sale (Representing the Seller)
- Commercial Sale (Representing the Seller and Buyer)
- Residential Sale (Representing the Buyer)
- Residential Sale (Representing the Seller)
- Residential Sale (Representing the Seller and Buyer)
- Preconstruction/New Construction Sale (Representing the Buyer)

**Please see the updated Mandatory Documents for
Sales checklists:**

- Residential Sale (Representing the Seller)
 - Listing Agreement
 - Sales Contract
 - Escrow Letter

- MLS Printout
- Flood Disclosure
- Disbursement Authorization Form
- Residential Sale (Representing the Buyer)
 - Exclusive Buyer Brokerage Agreement
 - Sales Contract
 - Escrow Letter
 - MLS Printout
 - Flood Disclosure
 - Disbursement Authorization Form
- Residential Sale (Representing the Seller and Buyer)
 - Listing Agreement
 - Exclusive Buyer Brokerage Agreement
 - Sales Contract
 - Escrow Letter
 - MLS Printout
 - Flood Disclosure
 - Disbursement Authorization Form
- Commercial Sale (Representing the Seller)
 - Listing Agreement
 - Sales Contract
 - Escrow Letter
 - MLS Printout
 - Disbursement Authorization Form
- Commercial Sale (Representing the Buyer)
 - Sales Contract
 - Escrow Letter
 - MLS Printout
 - Disbursement Authorization Form
- Commercial Sale (Representing the Seller and Buyer)
 - Listing Agreement
 - Sales Contract
 - Escrow Letter
 - MLS Printout
 - Disbursement Authorization Form
- Preconstruction/New Construction Sale (Representing the Buyer)
 - Sales Contract
 - Escrow Letter
 - Broker Registration
 - Exclusive Buyer Brokerage Agreement



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