CENTURY 21
Advantage Gold

Writing an Agreement of Sale Checklist

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HAVE	SEND TO CO-OP	FORMS USED
☐	X	Earnest Money Deposit check *(Made payable to **Listing Company)(Buyer)***
☐	X	Pre-Approval Letter *(Copy)(**Mortgage Company)***
☐	X	Buyers Closing Cost Sheet *(copy) **(TREND)***
☐	X	Buyers Financial Information *(BFI) **(Century 21)(Zip Forms)***
☐	X	PAR Agreement of Sale ***(Zip Forms)***
☐	X	Philadelphia Lead Addendum *(if built before 1978 in Phila.)*
☐	X	Lead Paint Addendum *(if built before 1978)(Give Lead Book!)(**Zip Forms)***
☐	X	Sellers Disclosure *(copy signed by Buyer)(**Listing Agent/ Trend)***
☐	X	Co-op Commission Letter** *(original signed by you!) **(Zip Forms)***
☐		Consumer Notice *(signed at 1st meeting) **(Zip Forms)***
☐		Buyer Agency Contract***(Zip Forms)***
☐	X	C-21 AG addendum ***(Zip Forms)***
☐	X	Deposit Money Notice****(Zip Forms)***
☐		Social Security Addendum *(one for each Buyer) **(Zip Forms)***
☐		For your Protection get a Home Inspection ***(Century 21 Package)***
☐		Buyers Service Pledge ***(Century 21 Package)***
☐		Home Warranty ***(If Applicable)***
☐	X	Misc. Addendums***

Upon acceptance of your agreement make sure you also add the following when turning in your paperwork:

- **After Sale Checklist**
- **Public Record Printout** *(Detail Version)*
- **MLS Sheet** (*Member Full version*)

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Advantage Gold

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