

SKYSLOPE

Skyslope Checklist can also be found in the HUB at rogpremier.com

RESIDENTIAL LISTING CHECKLIST

- Exclusive Right to Sell
- Definitions of Working Relationships
- MLS Print Out
- Contract to Buy and Sell
- Seller's Property Disclosure
- Source of Water Addendum
- Square Footage Disclosure
- Earnest Money Check & Receipt
- Title Commitment
- Closing Instructions
- Inspection Report
- Inspection Objection
- Inspection Resolution
- Wire Fraud Disclosure & Release
- Affiliate Business Agreement (ABA)
- Informed Consent Form for Seller

If Applicable:

- Counterproposal
- Post Closing Occupancy Agreement
- Agreement to Amend Extend
- Listing Contract Amend Extend
- Lead Base Paint Disclosure
- Additional Forms

NEW CONSTRUCTION CHECKLIST

- Exclusive Right to Buy
- Definitions of Working Relationships
- Earnest Money Check & Receipt
- New Build Documents
- Final Purchase Price Documents
- Title Commitment
- Closing Instructions
- Wire Fraud Disclosure & Release
- Affiliate Business Agreement (ABA)
- *Builders will not sign, buyer(s) still needs to sign*
- Informed Consent Form for Seller

If Applicable:

- Listing Contract Amend Extend
- Additional Forms

RESIDENTIAL BUY CHECKLIST

- Exclusive Right to Buy
- Definitions of Working Relationships
- MLS Print Out
- Contract to Buy and Sell
- Seller's Property Disclosure
- Source of Water Addendum
- Square Footage Disclosure
- Earnest Money Check & Receipt
- Title Commitment
- Closing Instructions
- Inspection Report
- Inspection Objection
- Inspection Resolution
- Wire Fraud Disclosure & Release
- Affiliate Business Agreement (ABA)
- Informed Consent Form for Buyer

If Applicable:

- Counterproposal
- Post Closing Occupancy Agreement
- Agreement to Amend Extend
- Listing Contract Amend Extend
- Lead Base Paint Disclosure
- Additional Forms

CLOSING PACKET CHECKLIST

- Seller's Settlement Statement
- Buyer's Settlement Statement
- General Warranty Deed
- TD-1000**
- Bill of Sale**

**May not have for New Construction

SKYSLOPE

INSTRUCTIONS ON HOW EACH TYPE OF FILE SHOULD BE CREATED

*****We do not use Skyslope Forms - Do not create your file in Forms*****

REPRESENTING THE SELLER

- Transaction Type will be Listing
- Checklist Type will be Residential Listing

REPRESENTING THE BUYER

- Transaction Type will be Purchase
- Checklist Type will be Residential Buy
 - Choose New Construction for New Builds

REPRESENTING THE SELLER & BUYER (TRANSACTION BROKER)

- Two files will need to be created - One for seller, one for buyer
- ***NEVER choose the Transaction Type - Both Purchase & Listing***

OFF MARKET OR NEW CONSTRUCTION

- You won't have an MLS ID - enter 'off market' OR '000000' in that field

COMPLETE ALL CONTACT INFORMATION SECTIONS

- Fields with the red asterisks need to be complete

CLOSING DATE OR SALE PRICE CHANGES

- If this changes during your transaction, please change that on the Transactions tab

CHECKLIST

- All fully executed documents must be uploaded, including all Amend Extends