



ALL REQUIRED PAPERWORK MUST BE UPLOADED TO DOTLOOP WITHIN 24 HOURS OF MLS INPUT

Underlined Items are REQUIRED by NY State law, **Red lettering is Required by RE/MAX TNC**

New Listing

- NYS Agency Disclosure
- NYS Agency Disclosure (Dual)
- ERS/ERR (Must be uploaded to Matrix)
- OWNER's Disclaimer for MLS Exclusion (if applicable)
- Lead Paint (If built prior to 1978)
- Property Condition Disclosure Acknowledgement**
- Property Condition Disclosure**
- Carbon Monoxide Regulations**
- Owner Name Withheld from MLS (if applicable) *Must be uploaded to Matrix***
- Listing Sheet from MLS**
- Fair Housing Disclosure

Status/Price Change

- Status Change Form**
- Listing Sheet from MLS**

Conditional Contract

- Referral Form (If Applicable)**
- Memo of Agreement**
- Bill of Sale**
- Listing Sheet from MLS**
- Transaction Detail**

Buyer Sale (in addition to forms under Conditional Contract)

- Agency Disclosure
- Exclusive Right to Represent (if signed)
- Lead Paint (if applicable)
- Carbon Monoxide Regulations**
- Fair Housing Disclosure
- Transaction Detail**

**FOR ALL CONDITIONAL CONTRACTS, TRANSACTION DETAILS MUST BE COMPLETED AND SUBMITTED THROUGH DOTLOOP

Closing

- Listing Sheet from MLS with SOLD Status**

RE/MAX Town & Country

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Fishkill, NY 12524