

TN FLAT FEE MLS CLOSING DAY DOCUMENTATION CHECKLIST

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RECORD MAINTENANCE FOR TENNESSEE REAL ESTATE FIRMS:

ALL RESIDENTIAL AND COMMERCIAL REAL ESTATE FIRMS ARE REQUIRED BY TENNESSEE LAW TCA 6 2-13- 312. #6 TO PRESERVE FOR THREE YEARS FOLLOWING THE CONSUMATION, CERTAIN RECORDS RELATING TO A REAL ESTATE TRANSACTION.

Some of the following you should have already submitted to our office at the time you negotiated the purchase and sale agreement.

If you have questions feel free to contact us @ 1-888-932-0506.

The documents we need from your closing should include the following as applicable:

- ___ Copies of all Offers to Purchase and Counter Offers even if they are not accepted.
- ___ A Buyer/Seller signed copy of the Property Condition Disclosure Form.
- ___ A signed copy of [theSellers Final RDH-F16-PCD-2010](#)
- ___ A signed copy of the [Buyers Final Inspection](#). It is recommended as a risk management tool to have the buyers to sign the Buyer's Final Inspection Form. It is recommended that the Seller and Buyers and Buyer's Agent to schedule a Final Inspection of the property.
- ___ Seller to complete the Sellers Final Disclosure and report any material changes in the physical conditions of the property prior to the closing. All Buyers to sign. It is recommended this disclosure is completed and signed approx. 24 hours before closing.
- ___ A signed copy of the Lead Base Paint Disclosure if property was constructed prior to 1979 with all owner signatures and all buyer signatures.
- ___ Buyer/Seller signed copies of any Environmental Disclosures
- ___ Buyer/Seller signed copy of the Termite or Pest Inspection Report.
- ___ Buyer/Seller signed copy of the Purchase & Sale Contract to Purchase
- ___ A Buyer/Seller signed copy of the Closing Statement
- ___ Any and all correspondence pertaining to the transaction or notes pertaining to the transaction if you feel it would be helpful in the future if any problems between buyer and seller arise.
- ___ Any other relevant Information pertaining to the transaction which might be beneficial to you or our real estate firm as your listing broker if a legal issue ever came up concerning your transaction.

IMPORTANT: Call us @ 1-888 -932-0506 immediately after you have closed!

The easiest way to get the required docs. to us is to have the closing agent send them. Our fax # is 1-888-813-2009.

We appreciate you using our service and we will also appreciate any friends and family that you want to refer to us .

Sincerely,

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Please contact our office after sending a fax

RDH Services, LLC dba The Home Buyers Realty
Tennessee best value in professional real estate services