Compliance General Requirements/Best Practices   Update Jan 2021

- **All Accepted Documents** submitted for compliance review within **48hrs**.
- **Always** need Binding or Acceptance Date filled in.
- Listing and Sales contract in separate folders in command.
- **All blanks** need to be filled or use N/A. Tab so you stop at every blank.
- **All boxes** with choices need to be checked.
- If there is anything handwritten, struck-out, or changed, all parties need to initial by each change.
- Exhibits are Lettered. Amendments are Numbered.
- Offer Date filled in at top of All Exhibits.
- Agency not offered by KW are **Dual and Sub Agency ONLY**.
- KW belongs to KWLS and your local MLS (GAMLS etc.)
- We are Independent Contractors.
- **Be Specific!** What, Who, When, Cost.
- Complete addresses, Tax ID, best to use Deed Book and Page.
- **Buyers** need either a Buyer Brokerage or Customer Agreement.
- **Sellers** need Exclusive Seller Listing Agreement, Disclosure Stmt, and Community Assoc. Exhibit or Lead Paint Exhibit. If not applicable must list why in special stipulations in Listing Agreement. (Must have Lead Paint Exhibit if built before 1978). Check all boxes.
- If Attorney's office is to hold earnest money a F510 (Exhibit) and F511 signed by Attorney is needed.
- Company signatures need to be signed by a person's name (Jane Doe for XYZ Co.) and add their position in the company.
- Must be specific about ways to contact clients or customers.
- If agent is part of transaction a **Notice to Broker** is needed in folder.
- Copy Of **Earnest Money** in folder.
- Commission Agreement in folder.
- Copy of **SIGNED** HUD, ALTA, & Acknowledgement in closing folder.
- Agent is not able to use **POA** for buyers or sellers (Errors & Omission Insurance rules).