Merritt File Format

Property Address

Required Documents Top To Bottom

1. Commission Split Form
2. Closing Statement (except lease)
3. Addendums (if any)
4. Contract or Lease
5. All other file correspondence

Required Documents Top To Bottom

1. File Notes (if any)
2. Leads and Prospects
3. File Information Sheet
4. Seller's Property Disclosure
5. Copies of Advertising
6. Listing Agreement (if listed)
7. Brokerage Relationship
8. Listing Net Sheet
9. Tax Record
10. Corporate or LLC Documents