



CHECK LIST FOR DISTRIBUTION AUTHORIZATION OF COMMISSION CHECKS

Property Address: _____

SALE TRANSACTION: WHEN REPRESENTING THE BUYER

- Texas United DA Form
- Executed Contract TAR-1601
- Third Party Financing Addendum-TAR 1901 (if applicable)
- IABS TAR-2501
- Seller's Disclosure TAR-1406
- Receipt of Earnest Money by Title Company (Title Co. must receive within 48 hours of executed contract)
- HOA Addendum TAR-1922
- MUD Disclosure HAR-400A or Information about on-Site Sewer Facility TAR-1407
- Lead Based Paint Addendum TAR-1906 (prior to 1978)
- Buyer/Tenant Rep Agreement TAR-1501 (if applicable)
- Information About Special Flood Hazard Areas TAR-1414
- General Information & Notice To A Buyer TAR-1506
- Inspector Information TAR 2506

LISTING TRANSACTION: WHEN REPRESENTING THE SELLER

- Texas United DA Form
- Executed Contract TAR-1601
- IABS TAR-2501
- HOA Addendum TAR-1922
- MUD Disclosure HAR-400A or Information About On-Site Sewer Facility TAR-1407 (which ever one is applicable)
- Sellers' Disclosure TAR-1406
- Lead Based Paint Addendum TAR-1906 (prior to 1978)
- Third Party Financing Addendum TAR_1406 (If Applicable)
- Receipt of Earnest Money by Title Company (Title Co. must receive within 48 hours of Executed Contract)

IF APPLICABLE: WHEN REPRESENTING EITHER THE SELLER, BUYER, OR BOTH AS INTERMEDIARY

- Intermediary Relationship Notice TAR-1409
- Amendment(s) TAR-1903
- Temporary Leaseback for Buyers or Sellers TAR-1910 or 1911
- Notice of Termination of Contract TAR-1902
- Release of Earnest Money TAR-1904
- Termination of Buyer/Tenant Rep Agreement TAR-1503
- Amendment to Listing TAR-1404 (Needed when changing prices or extending the listing date)
- Sale of Other Property Addendum TAR-1908
- Non-Realty Items Addendum TAR-1924
- Short Sale Addendum
- Seller's Invitation to Buyer to Submit New Offer TAR-1926 (or copy of email)

LEASE TRANSACTION: WHEN REPRESENTING EITHER THE OWNER, TENANT, OR BOTH AS INTERMEDIARY

- Executed Lease Agreement TAR-2001 (Signed by all Parties)
- IABS TAR-2501
- Lease Applications TAR-2003
- Copies of Deposit and 1st Month's Rent (cashier's check)
- Residential Buyer/Tenant Representation Agreement TAR 1501 (If applicable)
- Pet Agreement TAR-2004 (If Applicable)
- Lead Base Paint Addendum TAR-2008 (prior to 1978)
- Agreement Between Brokers TAR-2002 & Copy of Broker's W-9