

Outgoing Referral & New Construction Buyer Sale 01/07/25

Residential ▾

Consultation ←

Under Contract

Closed

OUTGOING REFERRAL – Referral Agreement [Other Broker pays KW]
 Select “Residential Sale” Checklist, then select “Consultation” Event. Only the top “document”

Conditional ⓘ
Referral Agreement [Other Broker pays KW]

NEW CONSTRUCTION BUYER – New Construction Home Checklist – Under Contract

New Construction Home ▾

Consultation

Under Contract Approved ←

Closed

“Under Contract” Event has the Required & Conditional documents.

1. Buyer Representation Agreement [BRBC or PSRA] – *Required*
2. New Home Referral Agreement [Client Registration] – *Required*
3. New Home Purchase Contract – *Required*
4. New Home Disclosures – *Conditional*
5. New Home Addenda – *Conditional*
6. TOBR Transfer of Buyer Representation Agreement – *Conditional*

STATUS ▾	REQUIREMENT ▾	DOCUMENT ▾
<input type="checkbox"/> Approved	Required ⓘ	Buyer Representation Agreement BRBC < 3 months (check for exclusive) or PSRA – < 30 days.
<input type="checkbox"/> Approved	Required ⓘ	New Home Referral Agreement
<input type="checkbox"/> Approved	Required ⓘ	New Home Purchase Contract
<input type="checkbox"/> ⊗ Not uploaded	Conditional ⓘ	New Home Disclosures
<input type="checkbox"/> Approved	Conditional ⓘ	New Home Addenda
<input type="checkbox"/> ⊗ Not uploaded	Conditional ⓘ	TOBR Transfer of Buyer Representation Agreement