



## CHECK LIST

To expedite the processing of your complaint, please complete this checklist verifying that the following items have been included (if they apply):

<b>Item</b>	<b>Yes</b>	<b>No</b>
1. Copies of purchase & sales contract(s), (front & back)	( )	( )
2. Copies of cancelled check(s), (front & back)	( )	( )
3. Copies of lease/rental agreement(s), (front & back)	( )	( )
4. Copies of listing/management agreement(s), (front & back)	( )	( )
5. Copies of closing statement(s)	( )	( )
6. Copies of multiple listing printout	( )	( )
7. Copies of appraisal(s)	( )	( )
8. Copies of any correspondence	( )	( )
9. Full name of the real estate licensee(s) and/or estate company( )	( )	( )

The above checklist is not exhaustive. It is to your advantage to include all relevant documentation in your possession.