

## Checklist – Maryland BUYER Contract

Resale Contract _____	New Home Contract _____	Short Sale _____	Foreclosure _____
Date _____		Agent: _____	
Property Address: Street _____			
City _____	State _____	Zip _____	
MLS # _____			
Listing Price: _____		Sales Price: _____	
		Date of Ratification: _____	
		Settlement Date: _____	
Commission: \$ _____			
Split/Referral to Other Agent (if applicable): \$ _____ to _____			

**Settlement Co & Contact Info:** \_\_\_\_\_

**Mortgage Co & Contact Info:** \_\_\_\_\_

**Required for Sales Contracts:**

- Form 1003: Understanding Whom Real Estate Agents Represent
- Form 1004: Consent for Dual Agency
- RESPA Affiliated Business Disclosure Statement (not in ZipForms; obtain form in office)
- Form 1341: Buyer Broker Agreement
- Form 1318: Important Information for the Purchase of Real Estate
- Form 1346/HUD92564: For Your Protection: Get a Home Inspection
- Form 1301: GCAAR Contract **-OR-** Form RCOS: MAR Sales Contract
- Form 1332: Addendum of Clauses- A **-AND/OR-** Form 1339: Addendum of Clauses-B
- Form 1342: Notice of Buyer’s Right to Property Condition Disclosure or Disclaimer
- Form 912: Property Disclosure/Disclaimer Statement - *Provided by seller/listing agent*
- Form 911: Inclusions/Exclusions Disclosure - *Provided by seller/listing agent*
- Form 1312(GCAAR)/Form 1322(MAR): Montgomery County Jurisdictional Addendum
- Form CMA: CMA Notice
- Copy of MRIS Listing and Public Tax Record
- Copy of Earnest Money Deposit Check -Held by \_\_\_\_\_

**IF Applicable:**

- Form FTMH: First-time MD Homebuyer Transfer & Recordation Tax Addendum (for MAR Contract)
- Financing Contingency Addenda: FHA (Form 1330), VA (Form 1338), or Conventional (Form 1352)
- Form 915: FSBO Authorization to Show
- Form 900: Government Regulations, Easements, and Assessments Disclosure & Addendum (REA)
- Form 932: Utility Cost and Usage History Form
- Form 907A: Federal Lead Paint Disclosure (Homes Built Prior to 1978)
- Form LEAD: Lead Base Paint Booklet Given to Purchaser (Homes Built Prior to 1978)
- Form 908: Maryland Lead Paint Notice and Disclosure (Homes Built Prior to 1978)
- Form 1337: Buyer’s Financial Info Sheet and/or Form 1336: Buyer’s Estimated Settlement Costs
- Form 922: Condo Addendum **-OR-** Form 904: HOA Addendum (Plus 1324 Delivery Acknowledgment)
- Form 1344: Home Inspection Notice (and copy of Inspection Report)
- Form 1362: Short Sale Addendum to the Sales Contract
- Earnest Money Deposit-Check no. \_\_\_\_\_ Amount \_\_\_\_\_ Date turned in to RA \_\_\_\_\_
- Form 1367(GCAAR)/EABSE(MAR): Escrow Agreement
- Form DOLS: Disclosure of Licensee Status (for MAR Contract)
- Other: \_\_\_\_\_