

**WYOMING REAL ESTATE COMMISSION
TRANSACTION AUDIT CHECKLIST**

Enclosed
Yes No

1. ___ ___ Lead-based paint disclosures for residential property built before 1978.
2. ___ ___ Exclusive right to buy/sell, or agency or open listing agreement (listing Broker only) Ensure all property included in transaction is properly described in the Listing Agreement/Offer to Purchase.
3. ___ ___ Disclosure of brokerage relationships.
4. ___ ___ Disclosure of licensee's interest in the transaction
5. ___ ___ Disclosure of compensation for services and income affiliated entities.
6. ___ ___ Contract to buy/sell/exchange real estate.
7. ___ ___ Current marketing/MLS information used in the transaction.
8. ___ ___ Inspection notice.
9. ___ ___ Seller's property disclosure statement (if prepared)
10. ___ ___ Copy of any power-of-attorney (show recording data if closed in-house)
11. ___ ___ Copy of earnest money check, or note validated escrow bank deposit slip (or receipt below)
12. ___ ___ Signed and dated receipt for earnest money held by third-party closing entity.
13. ___ ___ Buyer's financial information if "owner-carry" financing.
14. ___ ___ Rental/occupancy agreement before closing date (have separate security deposit).
15. ___ ___ Estimated closing cost/estimated monthly expenses prepared by licensee.
16. ___ ___ Settlement agreement (or equivalent computer form) for the party represented or assisted.
17. ___ ___ Side agreement/amendment to revise a settlement statement.

18. ___ ___ Promissory note (unsigned, marked "COPY")
19. ___ ___ Escrow receipts or collection agreements-continuing after closing (if applies).
20. ___ ___ Accounting for use of advance retainer fees.
21. ___ ___ Six column worksheet for settlement (or equivalent computer form)**
22. ___ ___ Deed (copy showing recording data if closed in-house)**
23. ___ ___ Other legal documents prepared by the broker**

**Required only when the broker personally prepares the document, conducts the closing in-house without use of a title company and/or is responsible for recording of any documents.