

## ***New Client Folder Contents***

<b>Number</b>	<b>Contract/Resale (Red Folder)</b>
1	Tandon Team CD
2	Listing Activities Checklist (2 pages)
3	Tandon Team Profile - Buyer (print in color)
4	Tandon Team - Job Descriptions (3 pages)
5	Marketing Letter - Contract-Resale Home (3 pages)
6	Contract of Sale (5 pages)
7	Buyer's Listing Agreement
8	Agency Disclosure
9	Dual Agency Disclosure
10	Recommendation for prop. Inspection
11	Representation Statement
12	Sales control Sheet
13	Purchasers cash requirements
14	Numbers you may need
15	Long info Sheet

<b>Number</b>	<b>Listing (Blue Folder)</b>
1	Tandon Team CD
2	Tandon Team Profile - Seller (print in color)
3	Listing Activities Checklist
4	Tandon Team - Job Descriptions (3 pages)
5	Marketing Letter - Listing Home (4 pages)
6	Listing cover letter
7	Listing Forms (3 forms with carbon copies)
8	Agency Disclosure
9	Property Disclosure
10	Express Trade Agreement
11	Buyer Agency Agreement
12	Dual Agency Agreement
13	Lead based paint form
14	Mortgage Verification
15	Referral Form
16	Price Obj. Sheet
17	Tips on selling your home
18	Posting Sheet
19	Seller Net Sheets
20	Long info Sheet

<b>Number</b>	<b>New Construction (Manilla Folder)</b>
1	Tandon Team CD
2	Listing Activities Checklist (2 pages)
3	Tandon Team Profile - Buyer (print in color)
4	Tandon Team - Job Descriptions (3 pages)
5	Marketing Letter - New Construction Home (3 pages)
6	New Construction Contract of Sale (3 pages)
7	Buyer's Listing Agreement
8	Agency Disclosure

<b>Number</b>	<b>Rental (Manilla)</b>
1	Rental Agreement (6 pages)
2	Addendum 1: Lock Box Agreement
3	Addendum 2: Maintenance Agreement
4	Addendum 3: Crime Free Agreement
5	Addendum 4: Summit Agreement (if applicable)
6	Property Inspection - Check-In / Check-Out Report (10 pages)