



FATHOM
REALTY ELITE

Required Docs

Property Management Agreement (Office)

1. Property Management Agreement
2. Real Estate Agency Disclosure and Election
3. W9 for Property Owner
4. Lease Owners Advisory
5. Fair Housing Advisory
6. Property Management Extension
7. Direct Deposit
8. Addendum to PMA



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Required Docs

Property Management Lease

1. AAR Residential Lease Agreement
2. Mold Notice
3. Real Estate Agency Disclosure and Election -Tenant
4. Move In Move Out - Delivered to Tenant
5. Tenant Advisory
6. LOPDS
7. Fair Housing Advisory
8. LBP if applicable
9. Pool Safety Notice - If applicable
10. Commission Report



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Required Docs

Lease Listing

1. AAR Residential Listing Agreement
2. Profile Sheet - Residential Rental
3. Real Estate Agency Disclosure and Election
4. LOPDS
5. Lease Owner's Advisory
6. MLS Plano (PRIVATE)
7. Fair Housing Advisory
8. Trust Account Receipt and Dispersal



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Required Docs

Lease Agreement - NOT for Property Management Leases

1. AAR Residential Lease Agreement
2. Real Estate Agency Disclosure and Election - Buyer
3. MLS Plano (PRIVATE)
4. Commission Report
5. Tenant Advisory
6. Residential Lease Owners Property Disclosure
7. Fair Housing Advisory
8. Move In Move Out - Delivered to Tenant
9. Pool Safety Notice - If applicable
10. Trust Account Receipt and Dispersal
11. Lead Based Paint - if applicable
12. Lease Extension
13. Mold Addendum
14. Seller Compensation Addendum
15. Crime Free Addendum
16. Tenant-Broker Exclusive Employment Agreement



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Required Docs

Residential Listing -(Office)

1. Exclusive Right to Sell / Rent
2. Residential Profile Form
3. MLS Plano (Agent Version)
4. Real Estate Agency Disclosure and Election
5. Seller Property Disclosure Statement (SPDS)
 - List
6. HOA Addendum - Listing version
7. Wire Fraud Advisory
8. Market Conditions Advisory - Seller
9. Lead Based Paint - if applicable
10. Fair Housing Advisory



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Required Docs

Residential Listing SOLD

1. AAR Residential Purchase Contract
2. Agency Disclosure - Buyer
3. Buyer's Pre Closing Walk Through
4. Buyer Advisory -when Agent Dual Agent
5. Buyer's Inspection Notice and Seller's Response
6. Claims History
7. CDA - Commission Disbursal Authorization
8. Earnest Money Receipt
9. Loan Status Update (LSU)
10. Mold Addendum
11. Pre-Qualification Form
12. Seller Property Disclosure Statement (SPDS)
13. Commission Report
14. Wire Fraud Advisory
15. Affiliated Business
16. Market Conditions Advisory
17. Consent To Limited Representation (Dual Agency)
18. HOA Addendum - if applicable
19. MLS Plano (PRIVATE)
20. Lead Based Paint built prior to 1978/Incorporated
21. Buyer Broker Employment Agreement
22. Pool Safety Notice - If applicable
23. Proof Of Funds (Cash)
24. Solar Addendum
25. AZ Housing Fund
26. Fair Housing Advisory
27. Seller Compensation Addendum



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Required Docs

New Build

1. Builder Specific Purchase Contract
2. Buyer Advisory
3. CDA - Commission Disbursal Authorization
4. Earnest Money Receipt
5. Mold Addendum
6. Real Estate Agency Disclosure and Election
7. Market Conditions Advisory
8. Wire Fraud Advisory
9. Buyer's Pre Closing Walk Through
10. CDA to Escrow
11. Consent To Limited Representation (Dual Agency)
12. Buyer Broker Employment Agreement
13. AZ Housing Fund
14. Affiliated Business Agreement



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Required Docs

Residential Sale -Buyer Side

1. Buyer Broker Employment Agreement
2. AAR Residential Purchase Contract
3. Agency Disclosure - Buyer
4. Buyer Advisory -Buyer Side
5. Buyer's Inspection Notice and Seller's Response
6. Buyer's Pre Closing Walk Through
7. Claims History
8. Earnest Money Receipt
9. Loan Status Update (LSU)
10. MLS Plano (PRIVATE)
11. Mold Addendum
12. Pre-Qualification Form
13. Seller Property Disclosure Statement (SPDS)
14. Affiliated Business Arrangement
15. Market Conditions Advisory
16. Wire Fraud Advisory
17. CDA - Commission Disbursal Authorization
18. Seller Compensation Addendum
19. Consent To Limited Representation (Dual Agency)
20. HOA Addendum - if applicable
21. Lead Based Paint built prior to 1978/Incorporated
22. Pool Safety Notice - If applicable
23. Proof Of Funds (Cash)
24. AZ Housing Fund
25. Fair Housing Advisory
26. Solar Addendum
27. Commission Report