

Closed Client File Checklist

Firms are required, by TREC (Tennessee Real Estate Commission) to keep records of all real estate transactions for a period of three years following their consummation. These files must contain, at a minimum, the following:

Client Name: _____

Agent Name: _____

- Listings
- Offers: (Even offers that did not become contracts)
- Contracts
- Closing Statements - signed copy of HUD-1 Statement
- Agency Agreements
- Agency Disclosure Documents
- Property Disclosures
- Correspondence
- Notes
- Any Other Relevant Information

Additional documents required by The Buyer's Agent of Nashville & Middle Tennessee.

- Savings Record
- Client Photo
- TBA Client Data Sheet
- Copy of Earnest Money Check
- MTRMLS Placement Agreement (if applicable)
- MTRMLS Placement Agreement Mutual Release (if applicable)
- Copy of Home Inspection
- Other: _____