

Contract Review Checklist

Accuracy, addenda, compliance, risk flags and decision summary

Use: A structured final review of the contract package. This checklist is an organizational tool and is not legal advice.

CONTRACT ACCURACY CHECKS

- Correct Association Form Used (FAR/BAR, NABOR, etc.)
- Correct Revision Date of Contract
- All Buyer Names Correct + Match ID
- All Seller Names Correct + Match Title
- Property Address Correct (Matches MLS + Legal)
- Legal Description Correct
- All Pages Present (No missing pages)
- All Buyer Initials Present (Every page)
- All Seller Initials Present (Every page)
- All Signatures Present (Buyer + Seller)
- License Numbers Correct (Agent + Broker)
- Brokerage Names Correct
- Escrow Agent Correct + Contact Info
- Earnest Money Delivery Method Specified
- Dates Written Clearly (No ambiguity)
- No Spelling Errors / Typos in Names or Address
- No Conflicting Terms Between Sections
- All Addenda Correctly Attached + Referenced
- HOA/Condo Rider Included (If Applicable)
- Lead-Based Paint Disclosure (If Applicable)
- FIRPTA Status Completed
- Financing Addendum Version Correct
- Appraisal Addendum Version Correct
- Inspection Addendum Version Correct
- Any Handwritten Changes Are Initialed by All Parties

ADDENDA COMPLETENESS

- All Addenda Listed in Contract Are Attached
- No Extra Addenda Attached That Are Not Listed
- All Addenda Are Fully Initialed
- All Addenda Are Fully Signed
- All Addenda Dates Match Main Contract

BROKERAGE COMPLIANCE

- Brokerage Required Forms Included
- Brokerage Disclosures Completed
- Commission Agreement Attached (If Required)
- Escrow Verification Completed
- Any Required Brokerage Signatures Present

Contract Review Checklist - Risk & Decision Review

RISK FLAGS

- Tight Inspection Window
- Appraisal Risk
- Financing Risk
- Title/Survey Risk
- HOA/Condo Document Risk
- Insurance Availability Risk
- Closing Timeline Risk

DECISION SUMMARY

- Strengths of Offer
- Weaknesses of Offer
- Required Counter Terms
- Final Reco

By the Numbers: Florida Sun Coast Real Estate Insights

Data-driven market insights for Sarasota, Bradenton and Longboat Key real estate.