

NEW HOME BUILD CHECKLIST

AGENT NAME: _____ T.C. _____

PROPERTY ADDRESS: _____

INSTRUCTIONS : AGENTS ARE TO ENSURE ALL FORMS ARE THE LATEST C.A.R. REVISIONS. All non C.A.R Forms can be found on the Keller Williams Intranet Website or on the wall next to the West Hall copier. All files to be uploaded to COMMAND within 3 days of taking a listing or getting your offer accepted.

**** (M) DENOTES MANDATORY FORMS IN FILE ****

CONSULTATION (BUY SIDE ONLY)	
	BRBC/BIA/BCA/AD/PRBS/CCPA (M)
	(MT-BR) MODIFICATION OF TERMS – BUYER REPRESENTATION AGREEMENT
INITIAL LISTING DOCUMENTS	
	SUBMIT COMMISSION DISPURSEMENT AUTH IN COMMAND
	SALES CONTRACT (M)
	REFERRAL FORM (SIGNED BY BROKERS AND AGENTS)
	BROKER COMPENSATION FORM (M)
	REGISTRATION FORM

Current as of 7/23/2025