



Contract Review Checklist (Legal Counsel)

 Show only Checklist

Display Style
Default 

Preliminary Matters & Parties

Initial assessment of the agreement's validity and involved parties.

Contract Title/Type

Write something...

Seller's Full Legal Name

Write something...



Buyer's Full Legal Name

Write something...

Contract Status (Draft, Negotiating, Final)

- ☐ Draft
- ☐ Negotiating
- ☐ Final

Contract Execution Date (Expected)

Enter date...

Brief Summary of Contract Purpose/Subject Matter

Write something...

Are all parties legally represented?

- ☐ Yes
- ☐ No
- ☐ Unknown

Property Description & Title

Verification of the legal description and potential title issues.

Legal Description Verification

Write something...

Parcel Number(s)

Write something...

Title Commitment Review

 Upload File

Easement Verification (Review and Note)

Write something...

Restrictive Covenants/HOA Review & Analysis

Write something...

Type of Title Insurance

- ☐ Standard
- ☐ Extended
- ☐ Special

Potential Boundary Disputes - Research & Notes

Write something...

Assessed Value (for Property Tax Implications)

Enter a number...

Purchase Price & Payment Terms

Review of the purchase price, financing contingencies, and payment schedule.

Purchase Price

Enter a number...

Earnest Money Deposit Amount

Enter a number...

Financing Type (if applicable)

- ☐ Conventional
- ☐ FHA
- ☐ VA
- ☐ Seller Financing
- ☐ Cash

Financing Contingency Deadline

Enter date...

Loan Amount (if applicable)

Enter a number...

Closing Date

Enter date...

Specific Payment Instructions (e.g., wire transfer details)

Write something...

Contingencies

Assessment of all contingencies (financing, inspection, appraisal, etc.) and their timelines.

Financing Contingency Deadline

Enter date...

Description of Inspection Contingency Requirements (e.g., licensed inspector, specific areas to inspect)

Write something...

Appraisal Contingency Tolerance (Amount over/under list price)

Enter a number...

Type of Contingency (Select all that apply)

- ☐ Financing
- ☐ Inspection
- ☐ Appraisal
- ☐ Sale of Buyer's Property
- ☐ Environmental Assessment
- ☐ Other (Specify)

Sale of Buyer's Property Contingency Deadline

Enter date...

Specific details regarding environmental contingency (if applicable)

Write something...

Does the contract include an 'as-is' clause related to contingencies?

- ☐ Yes
- ☐ No
- ☐ Unclear

Representations & Warranties

Evaluation of representations and warranties made by all parties.

Seller's Title Representation: Review the Seller's representation regarding the title of the property and any encumbrances.

Write something...

Property Condition Representation: Assess the representation regarding the condition of the property and any known defects.

Write something...

Compliance with Laws Representation: Verify the representation concerning compliance with applicable laws, regulations, and zoning ordinances.

Write something...

Number of Known Defects: Document the number of known defects disclosed by the Seller.

Enter a number...

Environmental Hazards Disclosure: Review the disclosure related to potential environmental hazards (e.g., asbestos, lead paint).

- ☐ Adequate
- ☐ Inadequate - Requires Further Investigation
- ☐ Not Present

Buyer's Due Diligence Acknowledgement: Note any specific disclaimers related to the Buyer's due diligence process.

Write something...

Supporting Documentation: Upload any relevant supporting documents related to representations and warranties (e.g., inspection reports, disclosures).

 Upload File

Closing & Possession

Examination of closing dates, possession agreements, and related provisions.

Proposed Closing Date

Enter date...

Specific Possession Details (e.g., date, condition)

Write something...

Security Deposit Amount (if applicable)

Enter a number...

Method of Transfer of Funds

- ☐ Wire Transfer
- ☐ Certified Check
- ☐ Other (Specify)

Description of any Special Closing Instructions

Write something...

Date Possession to be Granted

Enter date...

Is Early Possession Permitted?

- ☐ Yes
- ☐ No

Notes regarding Property Condition at Closing

Write something...

Risk Allocation & Liability

Analysis of provisions addressing risk allocation, indemnification, and liability.

Indemnification Clauses: Review scope, limitations, and potential impact on client. Document specific concerns.

Write something...

Indemnification Cap: Verify the indemnification cap is reasonable and protects client's interests.

Enter a number...

Liability Limitation: Is there a limitation of liability clause? If so, is it enforceable and reasonable?

- ☐ Yes, enforceable and reasonable
- ☐ Yes, but needs modification
- ☐ No, unenforceable
- ☐ Not present

Review Environmental Liability: Identify and assess potential environmental liabilities associated with the property.

Write something...

Potential Liability Areas: Identify specific areas where client could face liability (e.g., personal injury, property damage, breach of contract).

- ☐ Personal Injury
- ☐ Property Damage
- ☐ Breach of Contract
- ☐ Environmental Contamination
- ☐ Regulatory Violations
- ☐ Other - Specify in Long Text

Additional Liability Considerations: Note any other specific liability considerations relevant to the transaction or property.

Write something...

Default & Remedies

Review of default provisions and remedies available to each party.

Describe the defined 'Event of Default' as outlined in the contract.

Write something...

Summarize the remedies available to the Seller in the event of Buyer Default.

Write something...

Summarize the remedies available to the Buyer in the event of Seller Default.

Write something...

What is the 'Cure Period' granted to the defaulting party (in days)?

Enter a number...

Does the contract specify a method for accelerating the loan in case of default?

- ☐ Yes
- ☐ No
- ☐ Unclear

Is there a liquidated damages clause related to default?

- ☐ Yes
- ☐ No
- ☐ Unclear

Note any limitations on remedies (e.g., specific performance restrictions).

Write something...

Date Default Notice Must be Delivered

Enter date...

Governing Law & Dispute Resolution

Assessment of governing law and methods for resolving disputes.

Governing Law Clause Present?

- ☐ Yes
- ☐ No
- ☐ Unclear

If Yes, State Governing Law:

Write something...

Dispute Resolution Method Specified?

- ☐ Yes
- ☐ No
- ☐ Unclear

If Yes, Describe Dispute Resolution Method (e.g., Mediation, Arbitration, Litigation):

Write something...

Arbitration Clause?

- ☐ Yes
- ☐ No
- ☐ Unclear

If Arbitration, Specify Arbitration Rules (e.g., AAA, JAMS):

Write something...

Choice of Forum Clause?

- ☐ Yes
- ☐ No
- ☐ Unclear

If Choice of Forum, Specify Forum:

Write something...

Miscellaneous Provisions

Review of any other miscellaneous clauses, including notices, assignment, and entire agreement.

Entire Agreement Clause Review

Write something...

Assignment Clause Review - Potential Impacts & Restrictions

Write something...

Governing Law Selection

- ☐ State A
- ☐ State B
- ☐ Federal Law
- ☐ Other (Specify in Long Text)

Notice Requirements - Adequacy & Clarity

Write something...

Effective Date Verification

Enter date...

Severability Clause Assessment

Write something...

Comments/Additional Considerations

Write something...

