

Record Retention Policy Checklist

General Real Estate Transaction Documents

Covers documents related to buying, selling, and leasing properties. Includes purchase agreements, listing agreements, escrow documents, and related correspondence.	
Date of Purchase Agreement	
Enter date	
Purchase Agreement Document L Upload File	
Date of Closing	
Enter date	
Closing Statement/HUD-1 Light Upload File	

Summary of Key Contractual Terms

Write something...