

WEST SHORES REALTY CHECKLIST - COMMERCIAL SALES

(ITEMS SHADED IN BLUE ARE "IF APPLICABLE")

ADDRESS:						AGENT:					
LISTING DOCUMENTS	SA	B	S	LA	V	DISCLOSURES	SA	B	S	LA	V
ADD'L AGENT/ADD'L BROKERAGE (AAA/ABA)						ADD'L AGENT/ADD'L BROKERAGE (AAA/ABA)					
AGENCY DISCLOSURE (AD1)						COMM'L ENVIRO BKLRT RECEIPT					
CCPA						DISCLOSURES FROM OTHER BROKER					
FAIR HOUSING & DISCRIMINATION ADVISORY						LEAD BASE PAINT - PRE '78 (FLD)					
MARKET CONDITIONS ADVISORY						MARKET CONDITIONS ADVISORY					
MODIFICATION OF TERMS (MT)											
PEAD - SELLER, LA						PEAD'S - ALL BUYER RELATED					
POSSIBLE REPRESENTATION (PRBS) - LISTING						QUAL SUB (QS) &/OR AFFIDAVIT (AS)					
PROP IMAGES AGMT (PIA) - IF PHOTOG HIRED						REP CAP SIG DISC -SELLER TO BUYER (RCSD)					
PROPERTY SET-UP, IF AVAILABLE						REP CAP SIG DISC -BUYER TO SELLER (RCSD)					
RCSD - SELLER TO LISTING OFFICE						COMM'L EQ - PRE '60 (CEQHR)					
COMMERCIAL LISTING AGREEMENT (CLA)						TRUST ADVISORY (TA) SIGNED BY ALL					
SELLER'S ADVISORY (SA)						WATER HEATER SMOKE (WHSD)					
SELLER EXCLUDE FROM MLS (SELM)						WATER CONSERVE CMD (WCMD)					
TRUST ADVISORY (TA) - LISTING PORTION						WSR AFFILIATED BUSINESS (ABA)					
WIRE FRAUD ADVISORY (WFA) - LISTING						WSR MOLD					
PROPERTY INFO SHEET (IF AIR)						WSR COMM'L DISCLOSURE ADVISORY					
SELLER MANDATORY DISCLOSURE (IF AIR)						ESCROW/REPORTS/MISC.					
REQUIRED - ALL TRANSACTIONS						APPRAISAL, IF AVAILABLE					
MLS ACTIVE OR LOOPNET						COMM INSTRUCTIONS SIGNED BY AMIR <input type="checkbox"/> CDA <input type="checkbox"/>					
MLS SOLD OR LOOPNET						CERT OF COMPLIANCE (LA or other)					
TAX RECORD - REALIST						CITY RES PROP REPORT (9A or other)					
PURCHASE CONTRACT DOCUMENTS						CLOSING STATEMENTS - ESTIMATED <input type="checkbox"/> FINAL <input type="checkbox"/>					
ADDENDA (HOW MANY?____)						DEPOSIT RECEIPT					
AGENCY DISCLOSURE (AD2)						EI					
BUYER INSPECTION ADVISORY (BIA)						EI/AMENDMENTS - SIGNED					
BUYER REP AGREEMENT - IF APPLIES						ESCROW ACKNOWLEDGEMENT ON CPA					
CCPA - BUYER						FIRPTA, 593C FROM ESCROW					
COMM'L PURCH AGREEMT (CPA)						INSPECTION REPORTS OR BIW					
CONTINGENCY REMOVALS (CR'S)						ENVIRO REPORT PHASE ONE OR BIW					
CONTINGENT ON PURCHASE/SALE (COP/SPRP)						NHD REPORT <input type="checkbox"/> NHDS <input type="checkbox"/>					
COOPERATING BROKER COMP (CBC)						PRELIM REPORT <input type="checkbox"/> PRELIM APPROVAL <input type="checkbox"/>					
COUNTER OFFERS (CO'S)						REC FOR REPORTS - RFR if applies					
COVER LETTER FOR OFFER - IF PROVIDED						TERMITE REPORT <input type="checkbox"/> TERMITE COMPLETION <input type="checkbox"/>					
EXTENSION OF TIME ADD (ETA)											
FAIR HOUSING & DISCRIMINATION ADVISORY											
INTENT TO EXCHANGE - BUYER (BES)						ESTOPPEL CERTS					
INTENT TO EXCHANGE - SELLER (SES)						ENVIRO SURVEY, IF APPLIES					
NOTICE TO PERFORM (NBP/NSP)											
POSS REPRESENTATION (PRBS) SIGNED BY ALL											
PRE-APPROVAL LETTER - IF PROVIDED											
REQUEST FOR REPAIRS (RR)											
RESPONSE & REPLY TO REQUEST (RRRR)						CANCELLATION OF CONTRACT (CC)					
VERIFICATION OF FUNDS (VOF)						DEMAND TO CLOSE ESCROW (DCE)					
WIRE FRAUD ADVISORY (WFA) SIGNED BY ALL						EMAIL LOG					