

WEST SHORES REALTY CHECKLIST - RESIDENTIAL SALES 1-4 UNITS

(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 BROKER (AAA/ABA) | | | | | |
| AGENCY DISCLOSURE (AD1) | | | | | | AGENT VISUAL - AVID'S LA <input type="checkbox"/> SA <input type="checkbox"/> | | | | | |
| CA CONSUMER PRIVACY ACT ADV (CCPA) | | | | | | BUYER'S HOA ADVISORY (BHAA) | | | | | |
| DISCLOSURE INFORMATION ADVISORY (DIA) | | | | | | BUYER'S REP AGREEMENT | | | | | |
| FAIR HOUSING & DISC ADVISORY - LISTING | | | | | | CVA <input type="checkbox"/> NUCC <input type="checkbox"/> IF APPLIES | | | | | |
| MODIFICATION OF TERMS (MT) | | | | | | ENVIRO BKLT RECEIPT - (BKLT REC) | | | | | |
| PEAD - SELLER, LISTING AGENT | | | | | | FHA/VA LOANS (FVAC) | | | | | |
| POSSIBLE REPRESENTATION (PRBS) - LISTING | | | | | | HOME FIRE HARDENING - HHDA | | | | | |
| PROPERTY IMAGES AGREEMENT (PIA) | | | | | | LEAD BASE PAINT - PRE '78 (FLD) | | | | | |
| RCSD - SELLER TO LISTING OFFICE | | | | | | MARKET CONDITIONS ADV. (MCA) | | | | | |
| RESIDENTIAL LISTING AGREEMENT (RLA) | | | | | | OTHER BROKERAGE FORMS, MISC. | | | | | |
| RLA - CAA | | | | | | PARKING & STORAGE DISC (PSD) | | | | | |
| SELLER'S ADVISORY (SA) | | | | | | PEAD'S - BUYERS, INSPECTORS, AGENTS | | | | | |
| EXCLUDE MLS (SELM) OR COMING SOON | | | | | | PROP VISIT & OPEN HOUSE (PVOH) | | | | | |
| TRUST ADVISORY (TA) - LISTING PORTION | | | | | | QUAL SUB (QS) &/OR AFFIDAVIT (AS) | | | | | |
| WIRE FRAUD ADVISORY (WFA) - LISTING | | | | | | REP CAP SIG DISC - SELLER <input type="checkbox"/> BUYER <input type="checkbox"/> | | | | | |
| MLS ACTIVE <input type="checkbox"/> SOLD <input type="checkbox"/> | | | | | | RES EARTHQUAKE - PRE '60 (REQHR) | | | | | |
| TAX RECORD - REALIST | | | | | | SELLER PROP QUEST. (SPQ OR ESD) | | | | | |
| PURCHASE CONTRACT DOCUMENTS | | | | | | SMOKE CERT'S - RPV <input type="checkbox"/> TORRANCE <input type="checkbox"/> | | | | | |
| ADDENDA (HOW MANY? ____) | | | | | | SQUARE FOOTAGE DISCLOSURE (SFLS) | | | | | |
| AGENCY DISCLOSURE (AD2) | | | | | | STATEWIDE BUYER/SELLER (SBSA) | | | | | |
| BUYER INSPECTION ADVISORY (BIA) | | | | | | TRANSFER DISC STATE (TDS) | | | | | |
| CA CONSUMER PRIVACY ACT ADV (CCPA) | | | | | | TRUST ADVISORY (TA) SIGNED BY ALL | | | | | |
| CONTINGENCY REMOVALS (CR'S) | | | | | | WATER HEAT/SMOKE (WHSD) (OR TDS) | | | | | |
| CONTINGENT ON PURCHASE/SALE (COP/SPRP) | | | | | | WATER CONSERVE CMD (WCMD) | | | | | |
| COOPERATING BROKER COMP (CBC) | | | | | | WILDFIRE DISASTER ADV (WDFIA) | | | | | |
| COUNTER OFFERS (CO'S) | | | | | | WSR FORMS - ABA <input type="checkbox"/> MOLD <input type="checkbox"/> WATER CONSERVE <input type="checkbox"/> | | | | | |
| COVER LETTER FOR OFFER - IF PROVIDED | | | | | | NOTES, EMAILS, TEXTS, CORRESPONDENCE | | | | | |
| EXTENSION OF TIME ADD (ETA) | | | | | | ESCROW/REPORTS/MISC. | | | | | |
| FAIR HOUSING & DISC ADVISORY | | | | | | COMM INSTRUCTIONS SIGNED BY AMIR <input type="checkbox"/> CDA <input type="checkbox"/> | | | | | |
| INTENT TO EXCHANGE - BUYER (BES) | | | | | | CERT OF COMPLIANCE (LA or other) | | | | | |
| INTENT TO EXCHANGE - SELLER (SES) | | | | | | CITY RES PROP REPORT (9A or other) | | | | | |
| NOTICE TO PERFORM (NBP/NSP) | | | | | | CLOSING STATEMENTS ESTIMATED <input type="checkbox"/> FINAL <input type="checkbox"/> | | | | | |
| POSS REPRESENTATION (PRBS) SIGNED BY ALL | | | | | | DEPOSIT RECEIPT | | | | | |
| PRE-APPROVAL LETTER - IF PROVIDED | | | | | | EI | | | | | |
| REQUEST FOR REPAIRS (RR) | | | | | | EI/AMENDMENTS - SIGNED | | | | | |
| RES LEASE AFTER SALE (RLAS) 30+ DAYS | | | | | | ESCROW ACKNOWLEDGEMENT ON RPA PG 10 | | | | | |
| RESIDENTIAL PURCH AGREEMT (RPA) | | | | | | FIRPTA, 593C FROM ESCROW | | | | | |
| RESPONSE & REPLY TO REQUEST (RRRR) | | | | | | HOA DOC RECEIPT | | | | | |
| SELLER IN POSSESSION (SIP) 29- DAYS | | | | | | HOME WARRANTY | | | | | |
| VERIFICATION OF FUNDS (VOF) | | | | | | INSPECTION REPORTS OR BIW | | | | | |
| VERIFICATION OF PROPERTY COND (VP) | | | | | | NHD REPORT <input type="checkbox"/> NHDS <input type="checkbox"/> | | | | | |
| WIRE FRAUD ADVISORY (WFA) SIGNED BY ALL | | | | | | PRELIM REPORT <input type="checkbox"/> PRELIM APPROVAL <input type="checkbox"/> | | | | | |
| | | | | | | PVE - COMPLETION & COMPLIANCE | | | | | |
| | | | | | | REC FOR REPORTS - (RFR) | | | | | |
| APPRAISAL, IF AVAILABLE | | | | | | TERMITE REPORT <input type="checkbox"/> TERMITE COMPLETION <input type="checkbox"/> | | | | | |
| DEMAND TO CLOSE ESCROW (DCE) | | | | | | | | | | | |
| CANCELLATION OF CONTRACT (CC) | | | | | | | | | | | |
| MULTI UNITS (2-4): 1 SPQ REQ'D PER PROPERTY; 1 TDS REQ'D FOR EA UNIT. 1 REQHR REQ'D EA STRUCTURE (IF BUILT BEFORE '60); EX: IF PROP IS A 4 UNIT BLDG W/ 2 UNITS IN 2 STRUCTURES, THEN 2 REQHR'S ARE REQ'D. 1 AVID IS REQ'D FOR EA UNIT. | | | | | | | | | | | |