

# FILE CHECKLIST - RESIDENTIAL SALES 1-4 UNITS

(ITEMS SHADED IN BLUE ARE "IF APPLICABLE")

ADDRESS:											
LISTING DOCUMENTS	SA	B	S	LA	✓	DISCLOSURES	SA	B	S	LA	✓
ADD'L AGENT/ADD'L BROKERAGE (AAA/ABA)						ADD'L AGENT/ADD'L BROKER (AAA/ABA)					
AGENCY DISCLOSURE (AD1)						ADD'L SIG ADDENDUM (ASA)					
BROKER COMPENSATION ADV - SELLER (BCA)						ASSIGNMENT OF AGREEMENT ADM (AOAA)					
CA CONSUMER PRIVACY ACT ADV (CCPA)						AGENT VISUAL - AVID'S LA <input type="checkbox"/> SA <input type="checkbox"/>					
CANCELLATION OF LISTING (COL)						BUYER'S HOA ADVISORY (BHAA)					
COMING SOON STATUS						ENVIRO BKLT RECEIPT - (BKLT REC)					
DISC & MOD TO LISTING AGREEMENT (DM-LA)						FHAVA LOANS (FVAC)					
DISCLOSURE INFORMATION ADVISORY (DIA)						FIRE HARDEN DEF SPACE (FHDS) REFER TO NHDS					
FAIR HOUSING & DISC ADV - LISTING FHDA						LEAD BASE PAINT - PRE '78 (LPD)					
MOD OF TERMS - LISTING AGREEMENT (MT-LA)						MARKET CONDITIONS ADV. (MCA)					
MULTIPLE LISTING SERVICE ADM (MLSA)						<b>OTHER BROKERAGE FORMS, MISC.</b>					
POSSIBLE REPRESENTATION (PRBS) - LISTING						PARKING & STORAGE (PSD) IF NO PRIVATE GARAGE					
RCSD - SELLER TO LISTING OFFICE						AFFIDAVIT OF NON-FOREIGN STAT (AS)					
RESIDENTIAL LISTING AGREEMENT (RLA)						RCSD-S (OR ENTITY SECTION COMPLETED ON PA)					
SELLER'S ADVISORY (SA)						RCSD-B (OR ENTITY SECTION COMPLETED ON PA)					
SELLER EXCLUDE MLS (SELM)						RES EARTHQUAKE - PRE '60 (REQHR)					
TRUST ADVISORY (TA) - LISTING PORTION						SELLER PROP QUEST. (SPQ OR ESD)					
WIRE FRAUD ADVISORY (WFA) - LISTING						SMOKE CERT - TORRANCE					
MLS ACTIVE						SOLAR ADVISORY & QUESTIONNAIRE (SOLAR)					
MLS SOLD						SQUARE FOOTAGE DISCLOSURE (SFLS)					
TAX RECORD - REALIST						STATEWIDE BUYER/SELLER (SBSA)					
<b>PURCHASE CONTRACT DOCUMENTS</b>	SA	B	S	LA	✓	TRANSFER DISC STATE (TDS)					
ADDENDA (HOW MANY? _____)						TRUST ADVISORY (TA)					
AGENCY DISCLOSURE (AD2)						WATER HEAT/SMOKE (WHSD) (IF NO TDS)					
BUYER FINANCIAL & PERSONAL INFO (BFPI)						WATER CONSERVE CMD (WCMD)					
BUYER IDENTIFICATION OF PREF & PRIOR (BIPP)						WOODEN BALCONIES & STAIRS ADM (WBSA)					
BROKER COMPENSATION ADV - BUYER (BCA)						WILDFIRE DISASTER ADV (WFDA)					
BUYER HOMEOWNERS' INSURANCE ADV (BHIA)						WSR ABA <input type="checkbox"/> WSR MOLD <input type="checkbox"/> WSR WATER CONSERVATION <input type="checkbox"/>					
BUYER INSPECTION ADVISORY (BIA)						<b>NOTES, EMAILS, TEXTS, CORRESPONDENCE</b>					
BUYER MATERIAL ISSUES FOR SPEC PROP (BMI-SP)						<b>ESCROW/REPORTS</b>	SA	B	S	LA	✓
BUYER REP & BROKER COMPENSATION (BRBC)						<b>COMM INSTRUCTIONS SIGNED BY BROKER</b> <input type="checkbox"/> CDA <input type="checkbox"/>					
CA CONSUMER PRIVACY ACT ADV (CCPA)						CERT OF COMP (LA or other) IF APPLIES					
CANCELLATION OF BUYER REP(COBR)						CITY RES PROP REPORT (9A or other) IF APPLIES					
CANCELLATION OF CONTRACT (CC)						CLOSING STATEMENTS ESTIMATED <input type="checkbox"/> FINAL <input type="checkbox"/>					
CONFIRMATION OF AGENCY (AC)						DEPOSIT RECEIPT					
CONTINGENCY REMOVALS (CR'S)						EI					
CONTINGENT ON PURCHASE/SALE (COP/SPRP)						ESCROW AMENDMENTS - FULLY SIGNED					
COUNTER OFFERS (CO'S)						ESCROW ACKNOWLEDGEMENT ON LAST PG RPA					
DISC & MOD TO BUYER REP AGREEMENT (DM-BR)						FIRPTA, 593C FROM ESCROW (OR QS)					
EXTENSION OF TIME ADD (ETA)						HOA DOCS <input type="checkbox"/> HOA DOC RECEIPT <input type="checkbox"/>					
FAIR HOUSING & DISC ADVISORY (FHDA)						HOME WARRANTY					
INTENT TO EXCH - BUYER (BXA) SELLER (SXA)						INSPECTION REPORTS (ALL) OR BIW					
MOD OF TERMS - BUYER REP AGMNT (MT-BR)						NHD REPORT <input type="checkbox"/> NHDS <input type="checkbox"/> WILDFIRE REPORT <input type="checkbox"/>					
NOTICE OF BROKER INVOLVED PROPERTIES (NBIP)						PRELIM REPORT <input type="checkbox"/> PRELIM APPROVAL <input type="checkbox"/>					
NOTICE TO PERFORM (NBP/NSP)						PVE - COMPLETION & COMPLIANCE					
OH VISITOR NON-AGENCY DISC & SIGN-IN (OHNA-SI)						REC FOR REPORTS - (RFR)					
POSS REPRESENTATION (PRBS)						TERMITE REPORT OR BIW <input type="checkbox"/> TERMITE COMPLETION <input type="checkbox"/>					
PRE-APPROVAL LETTER - IF FINANCING						<b>MISCELLANEOUS</b>	SA	B	S	LA	✓
PROPERTY SHOWING & PRE AGREEMENT (PSRA)						<b>APPRAISAL, IF AVAILABLE</b>					
REQUEST FOR REPAIRS (RR)						<b>DEMAND TO CLOSE ESCROW (DCE)</b>					
RES LEASE AFTER SALE (RLAS) 30+ DAYS						<b>PREVIOUS REPORTS OR DISCLOSURES</b>					
RESIDENTIAL PURCH AGREEMT (RPA)						<b>REJECTED OFFERS IF YOUR LISTING</b>					
RESPONSE & REPLY TO REQUEST (RRRR)						<b>SINGLE PARTY COMPENSATION (SP)</b>					
SELLER PAYMENT FOR BROKER COMP (SPBB)						<b>COMMISSION AGREEMENT (CA)</b>					
SELLER IN POSSESSION (SIP) 29- DAYS											
VERIFICATION OF FUNDS (VOF)											
VERIFICATION OF PROPERTY COND (VP)											
WIRE FRAUD ADVISORY (WFA) SIGNED BY ALL											