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Commercial/Industrial Property Transaction File Checklist January 2020

Realty Benefit Agent Name: _____

Representing (*check only one*): Buyer Seller Dual Agency

Street Address: _____ City: _____

M – Mandatory **IA** – If Applicable

Bold Acronym = C.A.R. form contained in zipForm

CONTRACTS (*check all that apply*):

Listing docs –

- 1. **M** Commercial and Residential Income Listing Agreement – CLA
- 2. **M** Disclosure Information Advisory – DIA
- 3. **IA** REO Advisory Listing – REOL (include w/CLA – used specifically for bank-owned sales)
- 4. **IA** Probate Listing Addendum and Advisory – PLA (include w/CLA – used specifically for probate sales)

Purchase docs –

- 5. **M** Commercial Property Purchase Agreement – CPA
- 6. **IA** Trust Advisory – TA (include w/CPA – used specifically for trust sales)
- 7. **IA** REO Advisory – REO (include w/CPA – used specifically for bank-owned sales)
- 8. **IA** Probate Advisory – PA (include w/CPA – used specifically for probate sales)

Related docs –

- 9. **M** California Consumer Privacy Act Advisory – CCPA
- 10. **M** Buyer's Inspection Advisory – BIA
- 11. **M** Wire Fraud and Electronic Funds Transfer Advisory – WFA
- 12. **M** Statewide Buyer and Seller Advisory – SBSA (Broker mandatory)
- 13. **IA** Seller Counter Offer – SCO or Seller Multiple Counter Offer – SMCO: #1 #2 #3 #4
- 14. **IA** Buyer Counter Offer – BCO: #1 #2 #3 #4
- 15. **IA** Addendum – ADM: #1 #2 #3 #4
- 16. **IA** Buyer's Inspection Waiver – BIW

DISCLOSURES (*check all that apply*):

- 17. **M** Agency Disclosure AD – Seller's Brokerage Firm to Seller (Listing Agent) Buyer's Brokerage Firm to Buyer (Selling Agent)
- 18. **M** Possible Representation of More Than One Buyer or Seller – Disclosure and Consent – PRBS
- 19. **IA** Representative Capacity Signature Disclosure (Buyer Representatives) – **RCSD-B** (Trust, Entity, POA)
- 20. **IA** Representative Capacity Signature Disclosure (Seller Representatives) – **RCSD-S** (Trust, Entity, POA, Estate)
- 21. **M** Exempt Seller Disclosure – ESD
- 22. **M** Seller's Affidavit of Non-foreign Status – AS (aka FIRPTA – may be completed by escrow – check w/escrow)
- 23. **M** Natural Hazard Zone Disclosure Statement – NHD (contained in the NHZD report - may be exempt under a Trust, REO or Probate Sale - if so, write exempt in all sections & include signatures/initials of all parties if possible)
- 24. **M** Commercial Property Info Guide Acknowledgement Receipt form (found in commercial info guide)
- 25. **M** Water-Conserving Plumbing Fixtures and Carbon Monoxide Detector Notice – WCMD
- 26. **M** Water Heater and Smoke Detector Statement of Compliance – WHSD
- 27. **IA** Lead-based Paint Hazards Disclosure – FLD (mandatory when built prior to 1978)
- 28. **IA** Tenant Estoppel Certificate – TEC
- 29. **IA** Other Local, County or State Disclosures/Reports _____

ESCROW (*check all that apply*):

- 30. **M** Commission Instructions
- 31. **M** Preliminary Title report
- 32. **IA** Termite Inspection report
- 33. **IA** Termite Repair Certification/Clearance statement
- 34. **IA** Property Inspection report
- 35. **IA** Request for Repair – RR: #1 #2 #3 #4
- 36. **IA** Seller Response and Buyer Reply to Request for Repair – RRRR: #1 #2 #3 #4
- 37. **IA** Notice to Seller to Perform – NSP Notice to Buyer to Perform – NBP
- 38. **IA** Contingency Removal – CR: #1 #2 #3 #4
- 39. **M** Verification of Property Condition – VP (complete 5 days before closing)

CLOSING (*check all that apply*):

- 40. **M** Closing Statement
- 41. **M** Commission Check
- 42. **M** MLS Printout w/status Sold/Closed (if listing agent)