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Manufactured Home and Mobilehome 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** Residential Listing Agreement – **RLA** and Seller's Advisory – **SA**
2. **M** Manufactured Home and Mobilehome Listing Addendum – **MHLA**
3. **M** Disclosure Information Advisory – **DIA**
4. **IA** REO Advisory Listing – **REOL** (include w/RLA – used specifically for bank-owned sales)
5. **IA** Probate Listing Addendum and Advisory – **PLA** (include w/RLA – used specifically for probate sales)

Purchase docs –

6. **M** Manufactured Home and Mobilehome Purchase Agreement – **MHPA**
7. **IA** Trust Advisory – **TA** (include w/MHPA – used specifically for trust sales)
8. **IA** REO Advisory – **REO** (include w/MHPA – used specifically for bank-owned sales)
9. **IA** Probate Advisory – **PA** (include w/MHPA – used specifically for probate sales)

Related docs –

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

DISCLOSURES (*check all that apply*):

19. **M** Agency Disclosure **AD** – Seller's Brokerage Firm to Seller (Listing Agent) Buyer's Brokerage Firm to Buyer (Selling Agent)
20. **M** Possible Representation of More Than One Buyer or Seller – Disclosure and Consent – **PRBS**
21. **IA** Representative Capacity Signature Disclosure (Buyer Representatives) – **RCSD-B** (Trust, Entity, POA)
22. **IA** Representative Capacity Signature Disclosure (Seller Representatives) – **RCSD-S** (Trust, Entity, POA, Estate)
23. **M** Manufactured Home and Mobilehome Transfer Disclosure Statement – **MHTDS** (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** Seller Property Questionnaire – **SPQ**
25. **M** Agent Visual Inspection Disclosure – **AVID**: Listing Agent or Selling Agent (only one AVID for dual agency)
26. **M** Seller's Affidavit of Non-foreign Status – **AS** (aka FIRPTA – may be completed by escrow – check w/escrow)
27. **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)
28. **M** Consumer Info Booklet Acknowledgement Receipt form (found in consumer info booklet)
29. **M** Water-Conserving Plumbing Fixtures and Carbon Monoxide Detector Notice – **WCMD**
30. **IA** Water Heater and Smoke Detector Statement of Compliance – **WHSD** (use only when TDS is exempt)
31. **IA** Lead-based Paint Hazards Disclosure – **FLD** (mandatory when built prior to 1978)
32. **IA** Residential Earthquake Hazard Report (mandatory when built prior to 1960 – found in consumer info booklet)
33. **IA** Other Local, County or State Disclosures/Reports _____

ESCROW (*check all that apply*):

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

CLOSING (*check all that apply*):

44. **IA** Home Warranty
45. **M** Closing Statement
46. **M** Commission Check
47. **M** MLS Printout w/status *Sold/Closed* (if listing agent)