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### Residential Income Property (5+ Units) 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** Residential Income Property Purchase Agreement – RIPA
6.  **IA** Trust Advisory – TA (include w/RIPA – used specifically for trust sales)
7.  **IA** REO Advisory – REO (include w/RIPA – used specifically for bank-owned sales)
8.  **IA** Probate Advisory – PA (include w/RIPA – 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)