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### Residential Real Property (1-4 Units) Transaction File Checklist February 2021

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** Disclosure Information Advisory – DIA
3.  **IA** REO Advisory Listing – REOL (include w/RLA – used specifically for bank-owned sales)
4.  **IA** Probate Listing Addendum and Advisory – PLA (include w/RLA – used specifically for probate sales)

*Purchase docs –*

5.  **M** Residential Purchase Agreement – RPA (used also for trust & bank-owned sales)  
or  Probate Purchase Agreement – PPA (used specifically for probate sales)  
or  Notice of Default Purchase Agreement – NODPA (used specifically for sales under notice of default for foreclosure)
6.  **IA** Trust Advisory – TA (include w/RPA or NODPA – used specifically for trust sales)
7.  **IA** REO Advisory – REO (include w/RPA – used specifically for bank-owned sales)
8.  **IA** Probate Advisory – PA (include w/PPA – 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
13.  **M** Home Fire Hardening Disclosure and Advisory – HHDA (mandatory when built prior to 2010)
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** Transfer Disclosure Statement – TDS (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.  **M** Lead-based Paint Hazards Disclosure – FLD (mandatory when built prior to 1978)
31.  **M** Residential Earthquake Hazard Report (mandatory when built prior to 1960 – found in consumer info booklet)
32.  **IA** Water Heater and Smoke Detector Statement of Compliance – WHSD (use only when TDS is exempt)
33.  **IA** Tenant Estoppel Certificate – TEC (rental property only)
34.  **IA** Other Local, County or State Disclosures/Reports \_\_\_\_\_

**ESCROW** (*check all that apply*):

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

**CLOSING** (*check all that apply*):

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