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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)