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## Residential Real Property (1–4 Units) Transaction File Checklist March 2023

Realty Benefit Agent Name: \_\_\_\_\_

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

Property Address: \_\_\_\_\_ City: \_\_\_\_\_

**M** – Mandatory    **IA** – If Applicable

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

### **CONTRACTS** (*check all that apply*):

#### *Listing docs (Listing Agent) –*

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** Fire Hardening and Defensible Space Advisory, Disclosure and Addendum – **FHDS** (mandatory when built prior to 2010)
14.  **IA** Buyers Homeowners' Association Advisory – **BHAA**
15.  **IA** Wildfire Disaster Advisory – **WFDA**
16.  **IA** Fair Housing and Discrimination Advisory – **FHDA**
17.  **IA** Fair Appraisal Act Addendum – **FAAA**
18.  **IA** Seller Counter Offer – **SCO** or Seller Multiple Counter Offer – **SMCO**:  #1  #2  #3  #4
19.  **IA** Buyer Counter Offer – **BCO**:  #1  #2  #3  #4
20.  **IA** Addendum – **ADM**:  #1  #2  #3  #4
21.  **IA** Buyer's Inspection Waiver – **BIW**

### **DISCLOSURES** (*check all that apply*):

22.  **M** Agency Disclosure **AD** –  Seller's Brokerage Firm to Seller (Listing Agent)  Buyer's Brokerage Firm to Buyer (Selling Agent)
23.  **M** Possible Representation of More Than One Buyer or Seller – Disclosure and Consent – **PRBS**
24.  **IA** Representative Capacity Signature Disclosure (Buyer Representatives) – **RCSD-B** (Trust, Entity, POA)
25.  **IA** Representative Capacity Signature Disclosure (Seller Representatives) – **RCSD-S** (Trust, Entity, POA, Estate)
26.  **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)
27.  **M** Seller Property Questionnaire – **SPQ**
28.  **M** Agent Visual Inspection Disclosure – **AVID**:  Listing Agent or  Selling Agent (only one AVID for dual agency)
29.  **M** Seller's Affidavit of Non-foreign Status – **AS** (aka FIRPTA – may be completed by escrow – check w/escrow)
30.  **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)
31.  **M** Consumer Info Booklet Acknowledgement Receipt form (found in consumer info booklet)
32.  **M** Water-Conserving Plumbing Fixtures and Carbon Monoxide Detector Notice – **WCMD**
33.  **M** Lead-based Paint and Lead-based Paint Hazards Disclosure, Acknowledgement and Addendum – **LPD** (mandatory when built prior to 1978)
34.  **M** Residential Earthquake Hazard Report (mandatory when built prior to 1960 – found in consumer info booklet)
35.  **M** Square Footage and Lot Size Disclosure and Advisory – **SFLS**

- 36.  IA Water Heater and Smoke Detector Statement of Compliance – **WHSD** (use only when TDS is exempt)
- 37.  IA Tenant Estoppel Certificate – **TEC** (rental property only)
- 38.  IA HOA documents and CC&R's Review and Approval
- 39.  IA Other Required Local, County or State Disclosures/Reports \_\_\_\_\_

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

- 40.  **M** Commission/Escrow Instructions
- 41.  **M** Preliminary Title report
- 42.  IA Termite Inspection report and/or  HOA Termite Letter
- 43.  IA Termite Repair Certification/Clearance statement or  Waiver
- 44.  IA Property/Home Inspection report or  Waiver
- 45.  IA Request for Repair – **RR**:  #1  #2  #3  #4
- 46.  IA Seller Response and Buyer Reply to Request for Repair – **RRRR**:  #1  #2  #3  #4
- 47.  IA Notice to Seller to Perform – **NSP**  Notice to Buyer to Perform – **NBP**
- 48.  IA Contingency Removal – **CR**:  #1  #2  #3  #4
- 49.  **M** Verification of Property Condition – **VP** (complete 5 days before closing)

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

- 50.  IA Home Warranty
- 51.  **M** Closing Statement
- 52.  **M** Commission Check
- 53.  **M** MLS Printout w/status *Sold/Closed* (Listing Agent only)