

Real Estate Transaction Checklist

Agent: _____ Property: _____ MLS# _____

The DRE requires that Management reviews all documents within five calendar days of their execution. If your files are not complete or turned in on time, your commission check will be held by the same number of days the file was late. Always include all correspondence, fax cover sheets, pertinent invoices and conversation logs.

Place the following documents on the right side of the file in the following order (bottom to top):

Listing (when we represent the Seller)

- Disclosure Regarding Real Estate Relationships (AD-11 Rev. 10/04)
- Market Conditions Advisory (MCA Rev.10/04)
- Sellers Advisory (SA-11 Rev. 10/01)
- Residential Listing Agreement-Exclusive (RLA Rev.10/04)
- Disc. & Consent for Repres of More than One Buyer or Seller (DA Rev. 10/00)
- Transfer Disclosure Statement (TDS Rev. 10/03)
- Seller's Affidavit - one for each person on title (AS Rev. 10/04)
- Seller's Net Sheet signed by client(s)
- Seller's signature that they received CMA & copy of Comps provided to clients(s)
- Property Profile
- Homeowner Association Information Request (1-IGA Rev, 10/02)
- MLS Printout showing Active
- Property Flyer/Marketing Material
- Modification of Contract Terms (MT Rev. 04/02 #1 #2 #3)

Sale (when we represent the Buyer)

- MLS Printout showing Pending
- Disclosure Regarding Real Estate Relationships (AD-II Rev. 10/04) Buyer_____ Seller(s)
- Buyer Broker Agreement-Exclusive (BBE Rev. 10/04)
- Broker Fee Disclosure Buyer_____ Seller(s)
- Buyer's Inspection Advisory (ETA-A Rev. 10/02)
- Residential Purchase Agreement & Joint Escrow Instructions (RVA-CA Rev. 10/03)
- Counter Offer (CO Rev. 10/04 #1 ___ #2 #3)
- Wood Destroying Pest Inspection & Allocation of Cost Addendum (PPA Rev. 10/02)
- Purchase Agreement Addendum (PAA Rev.10/02)
- Cooperating Broker Compensation Agreement & Escrow Instructions (CBC Rev. 10/02)
- Contingency for Sale or Purchase of other Property (COP Rev. 10/03)
- Supplemental Statutory & Contractual Disclosure (SSO Rev. 04/03)
- Seller's Financial Disclosure, if applicable SEA-II
- Copy of Trust Account Log Entry
- Receipts for Reports (RER Rev. 10/03)
- Contingency Removal Form (CR Rev. 10/03)
- Transfer Disclosure Statement (IDS Rev. 10/03)
- Smoke Detector (SCSI I)
- Water Heater Statement (V/US-II)
- Combined Booklet: Earthquake, Lead, Hazard & Mold
- Earthquake Disclosure Report, if built prior to 1960
- Lead Base Disclosure, if built prior to 1978 (FLU Rev. 01/03)
- Natural Hazard Disclosure Report_____ Receipt_____
- Statewide Buyer and Seller Advisory (SBSA Rev. 10/04)
- Buyer's Affidavit AB-11, if applicable. _____ Seller's Affidavit AS-II _____
- Buyers Estimated Cost Sheet, signed by client(s)
- Copy of Trust Receipt from Escrow
- Escrow instructions_____ Amendments_____
- Preliminary Title Report_____ Buyer's Receipt_____
- Receipt from Buyer(s) of HOA CC&R's, By-Laws, Etc.
- Home Inspection Report_____ or Waiver_____
- Request for Repairs #1 #2 #3
- Affiliated Business Arrangement
- Proof of Home Warranty_____ or Waiver_____
- Termite Report_____ Buyer's Receipt_____ Completion_____ or Waiver_____
- Closing Statement & HUD-1
- MLS Printout showing Sold
- Co-op Agent Letter