Transaction Check List For Seller's Agent
Vacant Land or Commercial and Industrial

Agent Name:

Property Address:

MLS #

Escrow #

COE date:

REQUIRED FORMS FOR YOUR FILE

_____Transaction Check List
_____COVER Transaction Cover Sheet
_____Agent Property Report Printed from MLS (Active)
_____CLA Commercial, Residential Income and Vacant Land Listing Agreement (from S.A.)
_____AD-1 Disclosure Regarding RE Relationship (Listing Firm to Seller) (from S.A.)
_____SA Seller’s Advisory (from S.A.)
_____MT Modification of Terms (if any) (from S.A.)

_____CPA Commercial Property Purchase Agreement and Joint Escrow Instructions (from B.A.)
_____VLPA Vacant Land Purchase Agreement and Joint Escrow Instructions (from B.A.)
_____BIA-A Buyer’s Inspection Advisory (from B.A.)
  (Not necessary if you use C.A.R. Purchase agreement)
_____AD-2 Disclosure Regarding RE Relationship (Selling Firm to Buyer) (from B.A.)
_____AD-3 Disclosure Regarding RE Relationship (Selling Firm to Seller) (from B.A.)
_____DA Disclosure and Consent for Rep. of More Than One Buyer or Seller (if any)
_____CO Counter Offer (if any)
_____ADM Addendum (if any)
_____WPA Wood Destroying Pest Inspections (if any) (from B.A.)

_____Agent Property Report Printed from MLS (Pending)
_____Escrow Receipt for Deposit Last Page of CPA or VLPA (from Escrow)
_____Preliminary Title Report (from Escrow)
_____Escrow Instructions and Additional Correspondence received (from Escrow)
_____C.C.&R’s and Report (if any) (from Escrow)
_____Seller’s Preliminary Closing Statement (HUD) (from Escrow)
_____Home Inspection Report (if any)
_____Home Warranty (if any)
_____Pest Control Report and Clearance (if any)
SBSA Statewide Buyer and Seller Advisory (from B.A.)
MCA Market Conditions Advisory (from B.A.)
HID For Your Protection: Get a Home Inspection (from B.A.)
HOA Homeowner Assoc. Information Request (if needed) (from B.A.)
AVID Buyer’s Agent Visual Inspection Disclosure (from B.A.)
AVID Listing Agent Visual Inspection Disclosure (from S.A.)
TDS Real Estate Transfer Disclosure Statement (from S.A.)
VLQ Seller Vacant Land Questionnaire (from S.A.)
AS Seller’s Affidavit of Nonforeign status (one for each seller) (from S.A.)
NHD Natural Hazard Disclosure Statement (from Escrow order)
FLD Lead-Based Paint Disclosure (for property built before 1979) (from S.A.)
SPQ Seller Property Questionnaire (from S.A.)
WHSD Water Heater and Smoke Detector Statement (from S.A.)
Mold Disclosure (office form) (from S.A.)
Acknowledgement Commercial Property Owner’s Guide to Earthquake Safety
Acknowledgement Residential Earthquake Hazards Report (if built before 1960) (from B.A.)
Acknowledgement Combined Hazards Book (from B.A.)
Local Area Real Estate Transfer Disclosures (if any) (from S.A.)
You have to check with your local association of Realtors and to ask escrow officer what local disclosures are required in your area.

RFR Receipt for Reports (from B.A.)
RR Request for Repair (if any) (from B.A.)
CR Contingency Removal (from B.A.)
VP Verification of Property Condition (from B.A.)
Salesperson Request for Commission Transfer (office form)
Commission Distribution Escrow Instruction (from Escrow Company)
Well Report and Septic Clearance (if any) (from S.A.)
NBP Notice to Buyer to Perform (if any) (from S.A.)
Additional correspondence received by Lender, other Agent, Buyer/Seller, and others
Agent Property Report Printed from MLS (Sold)
Copy of Escrow Closing Statement/HUD (from Escrow)

Optional (Recommended) Forms
AC Confirmation of Real Estate Agency Relationships
(Not necessary if you use C.A.R. Purchase agreement)
BIW Buyer’s Inspection Waiver (if no Buyer Inspection) (from B.A.)
ETA Extension of Time Addendum
MCN Methamphetamine Contamination Notice (if needed) (from S.A.)
NTF Notice of Private Transfer Fee (if needed) (from S.A.)
SPT Notice of Your “Supplemental” Property Tax Bill (only Buyer signs) (from B.A.)
As is Addendum “Acceptance of Property”

Note:
B.A. - means normally received from Buyer’s Agent
S.A. - means normally received from Seller’s Agent