

## Realty Smart BRE Checklist

<b>PROPERTY ADDRESS</b>			
<b>LISTING AGENT:</b>		<b>SELLING AGENT:</b>	
Company:		Company:	
Address:		Address:	
Phone:		Phone:	
TC:		TC:	
<b>SELLER:</b>		<b>BUYER:</b>	
Phone:		Phone:	
ESCROW:	Ph:	TITLE:	Ph:
Officer:	Escrow #	Officer:	Order #
Home Inspector:		Termite:	

Number and stack documents according to the checklist – number on bottom right corner.

MGR Initial	AGT Initial	Comes from	#	DESCRIPTION LA=Listing Agent    SA=Selling Agent    BA=Both Agents    E=Escrow
		BA	1	(AD-1) Disclosure Regarding Agency Relationships * L/A _____ S/A _____
		SA	2	(AD-1) Disclosure Regarding Agency (Buyer's Agent w/Seller's Signature)
		SA	3	(DA-1) Disclosure & Consent to Represent More than one Buyer/Seller
		LA	4	(RLA) Residential Listing Agreement (GSR Listing Only)
		LA	5	(SA-11) Sellers Advisory (GSR Listing Only)
		LA	6	(SA-1) Sellers Affidavit (must have SS# & appropriate boxes checked for each seller)
		SA	7	(AB-11) Buyers Affidavit (sales under \$300,000)
		SA	8	(RPA-CA) Purchase Agreement/Deposit Receipt –or- HUD/VA contract
		SA	9	(BIA) Buyers Inspection Advisory
		BA	10	(PAA-1) Purchase Agreement Addendum (short sale, possession, rent back, etc.)
		BA	11	(COP) Contingency for Sale or Purchase of Other Property (contract addendum)
		SA	12	(CBC) Cooperating Broker Compensation Agreement (contract addendum)
		SA	13	(WPA) Wood Destroying Pest Inspection/Allocation of Costs (contract addendum)
		BA	14	(CO) Counter Offer(s) <input type="checkbox"/> #1 <input type="checkbox"/> #2 <input type="checkbox"/> #3 <input type="checkbox"/> #4
		SA	15	Copy of Deposit Check and Trust Log Record (due in office within 24 hrs of taking check)
		E	16	Escrow Instructions (copy to office within 5 days of opening escrow)
		E	17	Escrow Amendments *
		E	18	Copy of Deposit Check and Receipt from Escrow
		E	19	Preliminary Title Report
		SA	20	Physical Inspection Condition <input type="checkbox"/> Report    -or- <input type="checkbox"/> Waiver (due on all sales)
		SA	21	(RR-1) Request for Repairs
		LA	22	(TDS) Transfer Disclosure Statement * <span style="float: right;">AVID</span>
		SA	23	(HID-11) Get a Home Inspection (Required for FHA Buyers)
		LA	24	(SDS-11) Smoke Detector Statement of Compliance *
		LA	25	(WHS-11) Water Heater Statement of Compliance *
		LA	26	(FLD) Lead-Based Paint Disclosure (built prior to 1978)
		LA	27	Earthquake Hazards Booklet Receipt (built prior to 1960)
		LA	28	Earthquake Hazards Report (built prior to 1960)
		LA	29	HOA/Land Lease transfer acceptance (GSR doc)
		LA	30	(SSD) Supplemental Statutory Disclosure
		LA	31	Mold Disclosure <input type="checkbox"/> included in Zone Report (Actual page MUST be signed)
		LA	32	Natural Hazards Report <input type="checkbox"/> Report Received <input type="checkbox"/> Receipt Signed
		LA	33	Natural Hazards Disclosure Statement (Must have all agents' signatures)
		LA	34	Tax Data Report <input type="checkbox"/> included in Zone Report <input type="checkbox"/> Report Rec'd <input type="checkbox"/> Receipt Signed
		LA	35	Statewide Disclosure / Market Conditions (Winforms)
		BA	36	Miscellaneous Disclosures
		SA	37	(RFR) Receipt for Reports
		SA	38	(CR-) Contingency Removal Form
		LA	39	(NBP) Notice to Buyer To Perform <input type="checkbox"/> #1 <input type="checkbox"/> #2 <input type="checkbox"/> #3
		LA	40	(NSP) Notice to Seller To Perform <input type="checkbox"/> #1 <input type="checkbox"/> #2 <input type="checkbox"/> #3
		BA	41	Copy of MLS Printout (MLS# _____)
		LA	42	Termite Report <input type="checkbox"/> Report    -or- <input type="checkbox"/> Completion date:
		BA	43	Home Warranty; Co: _____ policy # _____
		E	44	Buyers receipt of CC&R package from Escrow
		SA	45	(VP-11) Verification of Property Condition –or- <input type="checkbox"/> waiver
		E	46	Closing Statement    Final closing date: _____
		BA	47	Copy of Gross Commission check from Escrow

All documents must be fully executed, signed by all parties, stacked according to checklist, and submitted with commission check prior to receiving a commission check.