

Real Estate Source, Inc. Transaction Checklist

All Files Must Be Complete To Get Paid

Agent Is Representing _____ Buyer _____ Seller _____ Both

Winform#				
	Contracts/Counters/Compliance Docs	Seller Sign	Buyer Sign	
	MLS Printout***	Year Built _____		
RLA	Residential Listing Agreement (if your listing) ***		N/A	
SA	Seller's Advisory (if your listing)***		N/A	
AD-1	Agency Disclosures (when representing seller)***	S/SA _____ BA/S _____ BA/B _____		or AC - Agency Confirmation
AD-1	Agency Disclosures (when representing buyer)***			or AC - Agency Confirmation
RPA-CA	CA Residential Purchase Agreement***			Both Agts Req'd to sign pg 8
BIA-A	Buyer's Advisory ***			
	Title Co. Receipt for Deposit Check***	Rec'd. Yes_No_		
CO	Counter Offer #1 ___ #2 ___ #3 ___ #4 ___ ###			
ADM	Addendum #1 ___ #2 ___ #3 ___ #4 ___ ###			
	As-Is Addendum (if applicable) On www.moreCommission.info			
SSA	Short Sale Addendum (if applicable) ###			
	Agent buying or selling? Must Disclose!! ###			Contract ___ Counter Offer ___
	Disclosures	Seller Sign	Buyer Sign	
AVID	Agent Visual Insp. Discl. LA-AVID1 ___ BA-AVID2 ___ ***	LA's BA's	LA's BA's	Request from other Agent
NHD	Natural Hazards Disclosure Statement ***			Report ___ Receipt ___ Clue ___
FLD	Lead Based Paint (pre 1978)***			Incl. Env. Hazards Booklet
DBD	Megan's Law Disclosure (recommend separate discl)***			
WHSD	Water Heater Disclosure ***			
WHSD	Smoke Detector Disclosure ***			
SPQ	Sellers Property Questionnaire /07 (4pg) ***			
SBSA	Statewide Buyer & Seller Advisory '07 ***			
	Mold Disclosure On www.moreCommission.info	*****		
	ABS Drain (if built 1985 - 1990) On www.moreCommission.info			
	Disclosure for rep of more than one (Dual Agency) ###	SA/ BA/ BA/S		Use if both agents from same office
	13 SEER Advisory On www.moreCommission.info			
TDS	Transfer Disclosure Statement N/A for REO			AVID req'd from both agts
SSD	Supplementary Statutory Disclosure			N/A if 4 page SPQ is used
	Env. Hazards Booklet Receipt			N/A if using Prop ID
	Residential EQ Hazards Report (pre-1960) ###			N/A if using Prop ID
SPT	Notice of Supplemental Tax Bill	*****		N/A if using Prop ID
NTF	Notice of Transfer Fee (when applicable i.e. W. Rsvl)			N/A if using Prop ID
	HVAC Duct Sealing Requirements On www.moreCommission.info			

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	<u>Reports & Inspections</u>	<u>Seller Sign</u>	<u>Buyer Sign</u>	
	Preliminary Title Report ***	Recd: Yes _____ No _____		
VP	Walk-Through/Verification of Condition ***			
	Pest Report/Clearance (if req'd in contract)	Recd: Yes ___ No ___ N/A ___		
	Pest Clearance Waiver (if req'd in contract)	Recd: Yes ___ No ___ N/A ___		
	Roof Inspection (If req'd in contract)	Recd: Yes ___ No ___ N/A ___		Inspection ___ Roof Cert _
	Whole House Inspection (not required)	Report _____ Waiver _____		
	<u>Additional Documents - Not Required</u>	<u>Seller Sign</u>	<u>Buyer Sign</u>	
	Lender Fraud Advisory			
	Lender pre-qualification Letter	Recd: Yes _____ No _____	N/A	
MCA	Market Conditions Advisory***			N/A if using Prop ID
RR	Request for Repairs***			
WDPA	Wood Destroying Pest Addendum (if applicable)***			

Some Transactions MAY REQUIRE MORE disclosures, based on the property or the buyer/seller. Please make sure the required documents are used.
If you have any questions please call the Broker. Tony (916) 307-3444