

RESIDENTIAL (1-4 UNITS)

Submitted
by Agent

Initialed
by Broker

REQUIRED FORMS TO BE SUBMITTED BEFORE CLOSING.

Lender Company Info & Officer Name: _____

1. Listing Agreement (RLA, RLAA, RLAN 06/17) with Seller's Advisory (SA 12/15)
2. Seller's Affidavit of Non-foreign Status (AS 06/17)
3. Possible Representation of more than One Seller (PRMS 11/14)
4. RE Agency Disclosure (AD 11/12): L/A=1 from Seller; For Agent Double End or Office Double End: L/A=1 from Seller, 1 from Buyer; ALL S/A=1 from Seller, 1 from Buyer
5. Statewide Buyer and Seller Advisory (SBSA 01/16)
6. Residential Purchase Agreement - Include Counter Offers / Addendums, if any (RPA-CA 12/15) with Buyer's Inspection Advisory (BIA 11/14), Representative Capacity Signature Addendum, if POA/ Corporation/ LLC + Verification Documents (RCSA 11/14); FHA/VA Amendatory Clause (FVAC 11/12)
7. Possible Representation of more than One Buyer or Seller (PRBS 11/14)
8. Copy of Escrow Official Receipt for Initial Deposit Check (Earnest Money Deposit)
9. Copy of Buyers' Initial Deposit Check (check date and purchase contract date MUST match. Exceptions: change in deposit amount in Counter Offer, 'made payable to' has changed, OR if check date is before purchase contract date)
10. Contingency Removal (CR 06/16)
11. Seller Property Questionnaire (SPQ 12/16)
12. Real Estate Transfer Disclosure Statement (TDS 04/14)
13. Escrow Instructions (Include ALL Amendments, if any)
14. Water Heater & Smoke Detector (WHSD 11/10)
15. Water Conserving Plumbing Fixture & Carbon Monoxide Detector (WCMD 12/16)
16. Agent Visual Inspection Disclosure (AVID 11/13) From Both Sides (LA & SA)
17. Verification of Property Condition (Walk through) (VP 04/07)
18. Environmental Hazard (EH) & Earth Quake Safety Guide - Signed Receipt by Buyer
19. Natural Hazard Disclosure Statement (MUST HAVE ALL Signatures) (NHD 10/04)
20. Lead-Based Paint and Lead-Based Paint Hazards (Year Built Prior to 1978) (FLD 11/10)
21. Megan Law Database Disclosure (DBD 11/08)
22. Market Conditional Advisory (MCA 11/11)
23. Wire Fraud Advisory (WFA 12/17)
24. Termite Inspection/Clearance Report OR Buyer's Inspection Waiver (BIW 04/08)
25. Prelim Title Report (Package and Signed Acknowledgement by Buyer)
26. Home Warranty OR Waiver
27. Inspection Report OR Waiver
28. Copy of Commission Check
29. Closing Statement

REMARKS: Must Fill OUT Black

- Listing Agents require ALL RED and BLUE items.
- Selling Agents require RED items.
- ALL Documents to be fully executed.
- Mobile/New Homes, Trust, Probate, Short Sale, REO, Etc. may have some Exceptions-see Office Manager

REVISED DATE: 04/03/2018