

Checklist: Listing Agent

All Reports must be signed and dated by all parties

Property Address: _____

Agent: _____

CAR Form		BOLD=Required: <i>A check will not be issued until the transaction file is complete.....</i>
X		This checklist
		MLS Listing Printout/Waiver ___ SELM ___
		Final Settlement Statement
AD		Disclosure Regarding Real Estate Agency Relationship: Listing Agent
PRBS		Possible Representation of More than One Buyer or Seller: Listing Agent
RLA		Residential Listing Agreement: ___ KLA ___ MT ___
ADM		Seller Addendum/s ___1___2___3___4___5___6___"AS IS"___ SFA ___ SIP
CO		Seller Counter Offer/s ___1___2___3___4___5___6
SA		Seller's Advisory
AD		Disclosure Regarding Real Estate Agency Relationship: Selling Agent
PRBS		Possible Representation of More than One Buyer or Seller: Selling Agent
WFA		Wire Fraud Advisory
RPA		Residential Purchase Agreement ___ RR ___ RRR ___ EXT ___ EXT ___ EXT ___ COP ___ NBP ___ NSP ___ FVAC
		Page 10 signed from Escrow
		Earnest Money Deposit
CO		Buyer Counter Offer/s ___1___2___3___4___5___6
ADM		Buyer Addendum/s ___1___2___3___4___5___6___"AS IS"___ SFA ___ SIP
CR		Contingency Removals ___1___2___3___4___ EXT ___ EXT ___ EXT
BIA		Buyer's Inspection Advisory
		Proof of Funds ___ Pre-Approval Letter ___
NHD		Natural Hazard Disclosure Report ___ NHD Report Receipt ___
		Preliminary Title Report: ___ HOA ___ CC&R's ___ Home Warranty
SBSA		Statewide Buyer and Seller Advisory
TDS		Real Estate Transfer Disclosure Statement ___ Addendum to TDS
AVID		Agent Visual Inspection Disclosure: Listing Agent ___ Selling Agent ___
SPQ		Seller Property Questionnaire
SA/FIR PTA		Seller's Affidavit of Non-Foreign Status (Use a separate form for each Transferor)
MCA		Market Conditions Advisory
WCMD		Water-Conserving Plumbing Fixtures and Carbon Monoxide Detector Notice
		City Disclosure (City/County)
ESD		Exempt Seller Disclosures
FLD		Lead-Based Paint & Hazards Disclosure - Homes built before 1978 Built ___
EPUBS/RPT SIG 5		Residential Earthquake Hazard Booklet Receipt - (Homes built before 1960) Built ___
		Seller Inspections Signature Pages: ___Home___Termite___Roof___Chimney___Pool___Foundation
		Alliance Bay Residential Fireplace Disclosure
BIW/BIE		Buyer's Inspection Waiver(BIW) ___Buyer's Inspection Elections (BIE)
CBC		Cooperating Broker Compensation Agreement & Escrow Instruction
VP		Verification of Property Condition
RCSD-B/S		RCSD-B ___ RCSD-S ___ Trust ___ Trust Advisory ___ POA ___ Entity ___ Estate ___
		Broker Demand