

Checklist: Selling Agent

All Reports must be signed and dated by all parties

Property Address: _____ Agent: _____

CAR Form	<i>BOLD=Required:</i> <i>A check will not be issued until the transaction file is complete.....</i>
 	This checklist
	MLS Listing Printout ___ SELM ___
	Final Settlement Statement
AD	Disclosure Regarding Real Estate Agency Relationship: Listing Agent
CO	Seller Counter Offer/s ___1___2___3___4___5___6
ADM	Seller Addendum/s ___1___2___3___4___5___6___"AS IS"___SFA___SIP
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 ___
BIW/BI E	Buyer's Inspection Waiver(BIW) ___Buyer's Inspection Elections (BIE)
	Seller Inspections Signature Pages: ___Home___Termite___Roof___Chimney___Pool___Foundation
	Alliance Bay Residential Fireplace Disclosure
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