

Listing Process

Discuss each form with your client and explain why they are completing it and the need for full disclosure. Seller needs copy of everything signed.

1. **Discuss the Listing Process with Seller**
 1. Discuss lockbox access, phone number MLS listing, other agent's appointments [don't always keep their time frames]
 2. Remind them never to allow anyone into their house without a licensed real estate agent with a business card.
 3. Discuss Broker Tour Open House / general Open house process, brochures, marketing plan [internet, brochures, etc.]
 4. Discuss Seller to order & pay for HOA documents – *Discuss up-front fees – **Don't order until Property is in escrow.***
 5. Discuss Seller to order and pay for comprehensive NHD Report [including tax data and environmental disclosures].
 6. Discuss obtaining a pest or other inspections to know the situation before receiving an offer [see RLA paragraph 7.C].
 7. Do a diligent inquiry of the Seller regarding insurance claims in last 5 years, previous reports, or other significant material disclosure issues including any leased or liened items that may convey with the sale.
2. **Have Seller(s) sign the RLA and related forms – Zip Forms Listing Packet now includes: RLA, SA, AD-1, & PRBS.**
 1. AD-1 – Agency [Seller & LA]. If more than one LA involved, need to use AAA [Additional Agent Addendum].
 2. PRBS – Possible Representation of More than One Buyer or Seller – Disclosure and Consent
 3. RLA – Residential Listing Agreement [Exclusive] – *Do not use form RLAA or RLAN – Note on RLA if Trust or Probate*
 4. CLA – Commercial or Residential Income Listing – Use for Residential Income properties including multi-unit buildings.
 5. REOL [REO Listing Advisory], PLA [Probate Listing Advisory], TA [Trust Advisory] as needed.
 6. RCSD-S – Representative Capacity Signature Disclosure – *An entity cannot sign a contract, legally.*
 7. SELM – Seller Exclusion from MLS –needs Broker. Fax or email to Board of Realtors. [Check box on RLA paragraph 5.B.]
 8. AS – Seller Affidavit – *Have each Seller complete [Check appropriate box in 3.A. Don't check 3.B] Hold until you have a ratified contract, then send to Title Officer who will prepare QS – Qualified Substitute.*
 9. KLA – Keysafe / Lockbox Addendum [**only if there is a Tenant**].
3. **Have Seller(s) sign statutory and other applicable disclosures.**
 1. *Make sure disclosures are complete and that includes your AVID as part of the TDS.*
 2. *Once in contract, after sending Seller disclosures to SA, make sure you get them back by contingency removal date [required – RPA paragraph 10.A (5)].*
4. **List of Applicable Seller Disclosures.**
 1. County DDA [Disclosures & Disclaimers Advisory] – *Contra Costa, Alameda & most other Bay Area Counties – includes MCA | WHSD | Gas Shut-Off | Fireplace. Sacramento County also has a DDA.*
 2. SBSA – Statewide Buyer & Seller Advisory

3. TDS – RE Transfer Disclosure Statement – *Seller to complete [not agent] – Completed LA AVID needs to be part of TDS.*
4. SPQ – Seller Property Questionnaire (if TDS is required)
5. Attachments to TDS or SPQ [Seller or Agent disclosures – to be signed by all parties].
6. FLD – Lead-Based Paint Disclosure (pre-1978) | Earthquake Hazards Report (pre-1960) – in EQ Booklet.
7. ESD – Exempt Seller Disclosure [*If Exempt from TDS/SPQ, i.e. Foreclosures, Court-ordered sales & some Trusts*].
8. Alliance Bay Fireplace Disclosure
9. Other Seller Information to Buyer [i.e. existing reports, features, repair lists, etc.].
10. NHD Geological Report [Always order 3rd Party expanded report including Environmental and Tax Data disclosures. *Don't use CAR form NHD. Use the NHDS [Natural Hazard Disclosure Statement] from the NHD Report.*
11. HOA Documents – CC&Rs, other HOA documents & most recent 12 months of Minutes – ***Discuss up-front fees – don't order until Property is in escrow. Seller responsible to bring in funds to escrow (or HOA Management Company) within 3 days.***
12. WCMD – Water-conserving Fixtures & Carbon Monoxide Disclosure – *Not adequately covered in County DDA.*
13. Consumer Booklets Receipt [Earthquake, Lead-Based Paint, Environmental Hazards & Energy Ratings booklets].
14. Local Disclosures: EBPA [Several East Bay Cities have specific Addenda covering Sewer Lateral Compliance and other city issues], Alameda City Disclosure, Livermore City Report, Building Permits, City Inspections, etc.]

Agent is responsible to call county and city offices to find out what local disclosures are required.

When initial documents are complete, submit Listing to the MLS within 2 days [or as per SELM].