



# Checklist: Listing Agent

All Reports must be signed and dated by all parties

Property Address: \_\_\_\_\_

Agent: \_\_\_\_\_

CAR Form		<b>BOLD=Required:</b> <i>A check will not be issued until the transaction file is complete.....</i>
<del>X</del>		<b>This checklist</b>
		<b>MLS Listing Printout/Waiver</b> ___ <b>SELM</b> ___
		<b>Final Settlement Statement</b>
AD		<b>Disclosure Regarding Real Estate Agency Relationship: Listing Agent</b>
PRBS		<b>Possible Representation of More than One Buyer or Seller: Listing Agent</b>
RLA		<b>Residential Listing Agreement:</b> ___ KLA___ MT ___ PIA ___
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		<b>Seller's Advisory</b>
AD		<b>Disclosure Regarding Real Estate Agency Relationship: Selling Agent</b>
PRBS		<b>Possible Representation of More than One Buyer or Seller: Selling Agent</b>
WFA		<b>Wire Fraud Advisory</b>
RPA		<b>Residential Purchase Agreement</b> ___RR___RRR___EXT___EXT___EXT___COP ___NBP___NSP___FVAC___AEA___PAPA___
		<b>Page 10 signed from Escrow</b>
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		<b>Buyer's Inspection Advisory</b>
		<b>Earnest Money Deposit</b>
		<b>Proof of Funds</b> ___ Pre-Approval Letter ___
SBSA		<b>Statewide Buyer and Seller Advisory</b>
TDS		<b>Real Estate Transfer Disclosure Statement</b> ___Addendum to TDS
AVID		<b>Agent Visual Inspection Disclosure: Listing Agent</b> ___ <b>Selling Agent</b> ___
SPQ		<b>Seller Property Questionnaire</b>
SA/FIR PTA		<b>Seller's Affidavit of Non-Foreign Status (Use a separate form for each Transferor)</b>
MCA		<b>Market Conditions Advisory</b>
WCMD		<b>Water-Conserving Plumbing Fixtures and Carbon Monoxide Detector Notice</b>
WDFa		<b>Wildfire Disaster Advisory</b>
		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 ___
		Alliance Bay Residential Fireplace Disclosure
NHD		<b>Natural Hazard Disclosure Report</b> ___ <b>NHD Report Receipt</b> ___
		<b>Preliminary Title Report:</b> ___HOA___CC&R's___Home Warranty
		Seller Inspections Signature Pages: ___Home___Termite___Roof___Chimney___Pool___Foundation
BIW/BI E		<b>Buyer's Inspection Waiver(BIW)</b> ___Buyer's Inspection Elections (BIE)
VP		<b>Verification of Property Condition</b>
CBC		Cooperating Broker Compensation Agreement & Escrow Instruction
RCSD- B/S		RCSD-B ___ RCSD-S ___Trust ___Trust Advisory ___POA ___Entity ___Estate ___
		<b>Broker Demand</b>

