



Checklist: Short Sale

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> |
|-------------------|--|--|
| 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: ___ PEAD-ALL ___ KLA ___ MT ___ |
| ADM | | Seller Addendum/s ___1___2___3___4___5___6___ "AS IS" ___ SFA ___ SIP |
| CO | | Seller Counteroffer/s ___1___2___3___4___5___6 |
| SA | | Short Sale Information and 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 ___ PEAD-ALL ___ RR ___ RRR ___ EXT ___ EXT ___ EXT ___ COP ___ NBP ___ NSP ___ FVAC ___ PAPA ___ |
| | | Page 16 signed from Escrow |
| | | Earnest Money Deposit |
| SSA | | Short Sale Addendum |
| | | Short Sale Approval Letter(s) ___ First Lender ___ Second Lender |
| CO | | Buyer Counteroffer/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 ___ |
| SBSA | | Statewide Buyer and Seller Advisory |
| TDS | | Real Estate Transfer Disclosure Statement ___ Addendum to TDS |
| FHDS | | Fire Hardening Defense Space Disclosures , Advisory & Addendum ___ |
| AVID | | Agent Visual Inspection Disclosure: Listing Agent ___ Selling Agent ___ |
| SPQ | | Seller Property Questionnaire |
| SA/FIRP TA | | 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 |
| WDFFA | | Wildfire Disaster Advisory |
| | | City Disclosure (City/County) |
| ESD | | Exempt Seller Disclosures |
| FLD | | Lead-Based Paint & Hazards Disclosure - Homes built before 1978 Built ___ |
| EPUBS/R PT SIG | | Residential Earthquake Hazard Booklet Receipt - (Homes built before 1960) Built ___ |
| | | Alliance Bay Residential Fireplace Disclosure |
| | | Square Footage and Acreage Advisory |
| | | No Money Passed Advisory |
| NHD | | Natural Hazard Disclosure Report ___ NHD Report Receipt ___ |
| | | Preliminary Title Report: ___ HOA ___ CC&R's ___ Home Warranty |
| | | Seller Inspections Signature Pages: ___ Home ___ Termite ___ Roof ___ Chimney ___ Pool ___ Foundation |
| BIW/BIE | | Buyer's Inspection Waiver (BIW) ___ Buyer's Inspection Elections (BIE) |
| VP | | Verification of Property Condition |
| CBC | | Cooperating Broker Compensation Agreement & Escrow Instruction |
| RCSD- B/S | | RCSD-B ___ RCSD-S ___ Trust ___ Trust Advisory ___ POA ___ Entity ___ Estate ___ |
| | | Broker Demand |