



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>
		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 ___ 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		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 ___ PEAD-ALL ___ RR ___ RRR ___ EXT ___ EXT ___ EXT ___ COP ___ NBP ___ NSP ___ FVAC ___ AEA ___ PAPA ___
		Page 16 signed from Escrow
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
FAA		Fair Appraisal Addendum
BIA		Buyer's Inspection Advisory
		Earnest Money Deposit
		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
AS- /FIRPTA		Seller's Affidavit of Non-Foreign Status (Use a separate form for each Transferor)
MCA		Market Conditions Advisory
W DFA		Wildfire Disaster Advisory
		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
		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