

# STANDARD FILE TEMPLATE

AGENT NAME: \_\_\_\_\_ T.C. \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

**INSTRUCTIONS : AGENTS ARE TO ENSURE ALL FORMS ARE THE LATEST C.A.R. REVISIONS. All non C.A.R Forms can be found on the Keller Williams Intranet Website or on the wall next to the West Hall copier. All files to be uploaded to DOTLOOP within 3 days of taking a listing or getting your offer accepted.**

**\*\* (M) DENOTES MANDATORY FORMS IN FILE \*\***

## INITIAL LISTING DOCUMENTS

- 1 (AD-1) AGENCY DISCLOSURE - FOR SELLER/LISTING AGENT (M)
- 2 (PRBS) POSSIBLE REPRESENTATION OF MORE THAN ONE BUYER OR SELLER (M)
- 3 (WFA) WIRE FRAUD ADVISORY (M)
- 4 (RLA/SA) LISTING AGREEMENT & SELLER'S ADVISORY (M)
- 5 (PVR) PHOTO & VIDEO RELEASE

## LISTING DOCUMENTS

- 6 (SELM) SELLER INSTRUCTIONS TO EXCLUDE LISTING FROM THE MLS/CAR EXCLUSION (BROKER/MANAGER TO SIGN)
- 7 (RCSD-S) REPRESENTATIVE CAPACITY SIGNATURE DISCLOSURE-FOR SELLER REPRESENTATIVES
- 8 (KW or ESV) ELECTRONIC SIGNATURE CONSENT FORM (WET SIGNATURES ONLY) (M)
- 9 SELLER'S NET PROCEEDS FORM/ WITH SELLERS SIGNATURE/MANDATORY
- 10 COMPARATIVE MARKET ANALYSIS W/ SELLER'S SIGNATURE/MANDATORY
- 11 PROPERTY PROFILE / REALIST TAX PRINT OUT (M)
- 12 (DIA) DISCLOSURE INFORMATION ADVISORY (M)
- 13 (AS) SELLER FIRPTA (ON ALL LISTINGS) (SOCIAL REQUIRED) - SELLER SIGNED (M)
- 14 (PAPA) PURCHASE AGREEMENT PROBATE ADDENDUM
- 15 (HOA)(HOA2)(HOA3) HOMEOWNER'S ASSOCIATION INFORMATION REQUEST FORM (IF APPLICABLE)
- 16 MLS ACTIVE PRINTOUT (M)
- 17 (MT) MODIFICATION OF TERMS W/ UPDATED MLS PRINTOUT
- 18 (SSIA) SHORT SALE ADDITIONAL INFO, (ARC) AUTHORIZATION TO RECEIVE INFO

## INITIAL SALES DOCUMENTS

- 19 MLS PENDING PRINTOUT (M)
- 20 GREENSHEET

## PURCHASE DOCUMENTS

- 21 (RPA-CA/BIA) RESIDENTIAL PURCHASE AGREEMENT W/ BUYERS INSPECTION ADVISORY (M)
- 22 (AD-2 / AD-3) AGENCY DISCLOSURE - BUYER/SELLING AGENT & SELLER/SELLING AGENT (M)
- 23 (PRBS) POSSIBLE REPRESENTATION OF MORE THAN ONE BUYER OR SELLER (M)
- 24 (WFA) WIRE FRAUD ADVISORY (M)
- 25 (SMCO) SELLER MULTIPLE COUNTER OFFER(S) \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_
- 26 (SCO) SELLER COUNTER OFFER(S) \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_
- 27 (BCO) BUYER COUNTER OFFER(S) \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_
- 28 LENDER PRE-APPROVAL LETTER / PROOF OF FUNDS (M)
- 29 (COP) CONTINGENCY FOR SALE OR PURCHASE OF OTHER PROPERTY
- 30 (SPRP) SELLER PURCHASE OF REPLACEMENT PROPERTY
- 31 COPY OF BUYER'S CHECK W/ COMPLETED TRUST ACCOUNT LOG PAGE

## ESCROW DOCUMENTS

- 32 COPY OF ESCROW RECEIPT OF DEPOSIT (M)
- 33 ESCROW INSTRUCTIONS (M)
- 34 COMMISSION INSTRUCTIONS (M)

## ADDENDUMS & FHA DISCLOSURES

- 35 (ADM) ADDENDUM/TEXT OVERFLOW ADDENDUM \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_
- 36 (TOPA) TENANT OCCUPIED PROPERTY ADDENDUM
- 37 (SIP) SELLER IN POSSESSION (M)
- 38 (SSA) SHORT SALE ADDENDUM
- 39 (FVAC)(FVA) FHA/VA AMENDATORY CLAUSE/FHA/VA NOTICE AND ADDENDUM
- 40 (HID) HOME INSPECTION DISCLOSURE (FHA ONLY)

## DISCLOSURES

- 41 (MCA) MARKET CONDITION ADVISORY (M)
- 42 (SBSA) STATEWIDE BUYER AND SELLER ADVISORY (M)
- 43 (PVR) PHOTO & VIDEO RELEASE
- 44 (WDFR) WILD FIRE ADVISORY
- 45 (FHDS) HOME FIRE HARDENING AND DEFENSIBLE SPACE ADVISORY AND DISCLOSURE
- 46 (AS) SELLER FIRPTA (ON ALL LISTINGS) (SOCIAL REQUIRED) - MANDATORY. IF REPRESENTING BUYER, (QS) QUALIFIED SUBSTITUTE (M)
- 47 (AB-11) BUYER AFFADAVIT (OWNER OCCUPANT/SALES PRICE DOES NOT EXCEED \$300K)
- 48 (AVID) KW AGENT VISUAL INSPECTION DISCLOSURE (Keller Williams AVID is MANDATORY)
- 49 (AVID) COOPERATING OFFICE AVID
- 50 (TDS) TRANSFER DISCLOSURE STATEMENT / (ESD) EXEMPT SELLER DISCLOSURE (M)
- 51 (SPQ) SELLER PROPERTY QUESTIONNAIRE (M)
- 52 (LPD) LEAD BASED PAINT DISCLOSURE (PRE - 1978)
- 53 (SPT) NOTICE OF YOUR SUPPLEMENTAL TAX BILL
- 54 (BHAA) BUYERS HOME OWNERS ASSOCIATION ADVISORY
- 55 RECEIPT FOR ENVIRONMENTAL HAZARDS BOOKLET (EARTHQUAKE BOOKLET) (M)
- 56 (RR) REQUEST FOR REPAIRS
- 57 (RRRR) SELLER RESPONSE AND BUYER REPLY TO REQUEST FOR REPAIR
- 58 (SFLS) SQUARE FOOTAGE & LOT SIZE DISCLOSURE AND ADVISORY (M) (AFTER 6/20/2020)
- 59 (PVOH) PROPERTY VISIT AND OPEN HOUSE ADVISORY (M) (AFTER 6/20/2020)
- 60 (AAA) ADDITIONAL AGENT ACKNOWLEDGEMENT
- 61 (NSP / NBP) NOTICE TO SELLER TO PERFORM / NOTICE TO BUYER TO PERFORM
- 62 (CR) CONTINGENCY REMOVAL (M)
- 63 (WCMD) WATER-CONSERVING PLUMBING FIXTURES/CMD NOTICE (M)
- 64 (DCE) DEMAND TO CLOSE ESCROW
- 65 ALL REJECTED OFFERS, DISCLOSURES, PEADS, ETC.
- 66 (MISC., RCSD-B, FORMS, CONVERSATION LOG, BMI, CLLC, ETC.) CC&R & HOA APPROVAL RECEIPT FOR REPORTS

## KW DISCLOSURES

- 67 (KW) ADDITIONAL BUYER'S ADVISORY (M)
- 68 (KW) MOLD ADVISORY (M)
- 69 (KW or ESV) ELECTRONIC SIGNATURE CONSENT FORM (WET SIGNATURES ONLY) (M)
- 70 (KW) STATEMENT OF AFFILIATED SERVICES (M)

## REPORTS

- 71 RESIDENTIAL EARTHQUAKE HAZARDS REPORT (PRE - 1960)
- 72 NATURAL HAZARD DISCLOSURE REPORT (M)
- 73 (NHD) RECEIPT WITH SIGNATURES (M)
- 74 PRELIMINARY TITLE REPORT (M)
- 75 SIGNED RECEIPT OF PRELIMINARY TITLE REPORT (M)
- 76 PHYSICAL INSPECTION REPORT OR WAIVER (M)

## CLOSING DOCUMENTS

- 77 (VP) VERIFICATION OF PROPERTY CONDITION OR WAIVER MANDATORY
- 78 TERMITE REPORT
- 79 BUYERS APPROVAL OF TERMITE CLEARANCE
- 80 PROOF OF HOME WARRANTY OR WAIVER (M)
- 81 CLOSING STATEMENT FROM ESCROW (M)
- 82 MLS SOLD PRINTOUT (M)