STANDARD CHECKLIST

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 COMMAND within 3 days of taking a listing or getting your offer accepted. **(M) DENOTES MANDATORY FORMS IN FILE**

CONSULTATION (BUY SIDE ONLY)

- BRBC/BIA/BCA/AD/PRBS-B/CCPA **(M)**
- (MT-BR) MODIFICATION OF TERMS – BUYER REPRESENTATION AGREEMENT

LISTED

- (AD-1) AGENCY DISCLOSURE - FOR SELLER/LISTING AGENT **(M)**
- (RLA//MLSA/SA) LISTING AGREEMENT/MULTIPLE LISTING SERVICE ADDENDUM/SELLER'S ADVISORY **(M)**
- (BCA) BROKER COMPENSATION ADVISORY **(M)**
- (PRBS-S) POSSIBLE REPRESENTATION OF MORE THAN ONE BUYER OR SELLER **(M)**
- (FHDA) FAIR HOUSING AND DISCRIMINATION ADVISORY **(M)**
- (CCPA) CALIFORNIA CONSUMER PRIVACY ACT ADVISORY **(M)**
- (PVR) PHOTO & VIDEO RELEASE (M)
- (RCSD-S) REPRESENTATIVE CAPACITY SIGNATURE DISCLOSURE-FOR SELLER REPRESENTATIVES
- (TA) TRUST ADVISORY
- (KW or ESV) ELECTRONIC SIGNATURE CONSENT FORM **(M)**
- SELLER'S NET PROCEEDS FORM/ WITH **SELLERS SIGNATURE (M)**
- COMPARATIVE MARKET ANALYSIS **(M)**
- PROPERTY PROFILE / REALIST TAX PRINT OUT **(M)**
- (DIA) DISCLOSURE INFORMATION ADVISORY **(M)**
- (AS) SELLER FIRPTA
- MLS ACTIVE PRINTOUT **(M)**
- PERMIT REPORTS **(M)**
- (MT) MODIFICATION OF TERMS LISTING AGREEMENT W/ UPDATED MLS PRINTOUT
- (SSLA) SHORT SALE LISTING ADDENDUM

UNDER CONTRACT

- SUBMIT COMMISSION DISPURSEMENT AUTH IN COMMAND
- MLS PENDING PRINTOUT **(M)**
- (AD-2 / AD-3) AGENCY DISCLOSURE - BUYER/SELLING AGENT & SELLER/SELLING AGENT **(M)**
- (RPA/BIA) RESIDENTIAL PURCHASE AGREEMENT W/ BUYERS INSPECTION ADVISORY **(M)**
- (FHDA) FAIR HOUSING AND DISCRIMINATION ADVISORY **(M)**
- (BHIA) BUYER HOMEOWNERS INSURANCE ADVISORY **(M)**
- (WFA) WIRE FRAUD & ELECTRONIC FUNDS TRANSFER ADVISORY **(M)**
- (SMCO) SELLER MULTIPLE COUNTER OFFER(s) ____, ____, ____, ____, ____
- (SCO) SELLER COUNTER OFFER(s) ____, ____, ____, ____, ____
- (BCO) BUYER COUNTER OFFER(s) ____, ____, ____, ____, ____
- LENDER PRE-APPROVAL LETTER / PROOF OF FUNDS **(M)**
- (COP) CONTINGENCY FOR SALE OR PURCHASE OF OTHER PROPERTY
- (SPRP) SELLER PURCHASE OF REPLACEMENT PROPERTY
- (PAPA) PURCHASE AGREEMENT PROBATE ADDENDUM
- COPY OF ESCROW RECEIPT OF DEPOSIT**(M)**
- ESCROW INSTRUCTIONS **(M)**
- COMMISSION INSTRUCTIONS **(M)**
- (ADM) ADDENDUM/TEXT OVERFLOW ADDENDUM ____, ____, ____, ____
- (APD) AMENDMENT TO PRIOR DISCLOSURE ____, ____, ____, ____
- (TOPA) TENANT OCCUPIED PROPERTY ADDENDUM
- (SIP) SELLER IN POSSESSION **(M)** (SIPA) SELLER IN POSSESSION ADVISORY (M)
- (SSA) SHORT SALE ADDENDUM
- (FVAC)(FVA) FHA/VA AMENDATORY CLAUSE/FHA/VA NOTICE AND ADDENDUM
- (HID) HOME INSPECTION DISCLOSURE **(FHA ONLY)**

DISCLOSURES

- (MCA) MARKET CONDITION ADVISORY **(M)**
- PERMIT REPORTS SIGNED BY BUYERS **(M)**
- (SBSA) STATEWIDE BUYER AND SELLER ADVISORY **(M)**
- (PVR) PHOTO & VIDEO RELEASE (M IF ON BUY SIDE)
- (WFDA) WILD FIRE ADVISORY
- (FHDS) HOME FIRE HARDENING AND DEFENSIBLE SPACE ADVISORY AND DISCLOSURE
- (AB-38) DEFENSIBLE SPACE INSPECTION
- (AS) SELLER FIRPTA (ON ALL LISTINGS) **SELLER SIGNED** IF REPRESENTING BUYER, (QS) QUALIFIED SUBSTITUTE **(M)**
- (AB-11) BUYER AFFADAVIT (OWNER OCCUPANT/SALES PRICE DOES NOT EXCEED $300K)
- (AVID) KW AGENT VISUAL INSPECTION DISCLOSURE (Keller Williams AVID is **MANDATORY**)
- (AVID) COOPERATING OFFICE AVID
- (TDS) TRANSFER DISCLOSURE STATEMENT / (ESD) EXEMPT SELLER DISCLOSURE **(M)**
- (SPQ) SELLER PROPERTY QUESTIONNAIRE **(M)**
- (SWPI-Q) SEPTIC WELL AND PROPANE TANK QUESTIONNAIRE
- (LPD) LEAD BASED PAINT DISCLOSURE (PRE - 1978)
- (SOLAR) SOLAR ADVISORY AND QUESTIONNAIRE
- (SPT) NOTICE OF YOUR SUPPLEMENTAL TAX BILL **(M)**
- (BHAA) BUYERS HOME OWNERS ASSOCIATION ADVISORY
- RECEIPT FOR ENVIRONMENTAL HAZARDS BOOKLET (EARTHQUAKE BOOKLET)
- (RR) REQUEST FOR REPAIRS
- (RRRR) SELLER RESPONSE AND BUYER REPLY TO REQUEST FOR REPAIR
- (SFLS) SQUARE FOOTAGE & LOT SIZE DISCLOSURE AND ADVISORY **(M)**
- (PVOH) PROPERTY VISIT AND OPEN HOUSE ADVISORY **(M)**
- (AAA) ADDITIONAL AGENT ACKNOWLEDGEMENT
- (NSP / NBP) NOTICE TO SELLER TO PERFORM / NOTICE TO BUYER TO PERFORM
- (CR) CONTINGENCY REMOVAL
- (WCMD) WATER-CONSERVING PLUMBING FIXTURES/CMD NOTICE **(M)**
- (DCE) DEMAND TO CLOSE ESCROW
- (MISC., RCSD-B, FORMS, CONVERSATION LOG,BMI, CLLC, ETC.) CC&R & HOA APPROVAL RECEIPT FOR REPORTS
- (KW) PRELIMINARY TITLE REPORT ADVISORY **(M)**
- (KW) ADDITIONAL BUYER'S ADVISORY **(M)**
- (KW) MOLD ADVISORY **(M)**
- (KW or ESV) ELECTRONIC SIGNATURE CONSENT FORM
- (KW) STATEMENT OF AFFILIATED SERVICES **(M)**
- RESIDENTIAL EARTHQUAKE HAZARDS REPORT (PRE - 1960)
- NATURAL HAZARD DISCLOSURE REPORT **(M)**
- (NHD) RECEIPT WITH SIGNATURES **(M)**
- PRELIMINARY TITLE REPORT **(M)**
- PHYSICAL INSPECTION REPORT OR WAIVER **(M)**

CLOSED

- REFERRAL FORM (SIGNED BY BROKERS AND AGENTS)
- (RAD) REALTOR ACKNOWLEDGEMENT & DISCLOSURE
- (VP) VERIFICATION OF PROPERTY CONDITION or WAIVER NEEDS TO BE FULLY EXECUTED **(M)**
- TERMITE REPORT or WAIVER
- BUYERS APPROVAL OF TERMITE CLEARANCE
- PROOF OF HOME WARRANTY OR WAIVER **(M)**
- CLOSING STATEMENT FROM ESCROW **(M)**
- SIGNED RECEIPT OF PRELIMINARY TITLE REPORT (M)
- MLS SOLD PRINTOUT (Do not forget to itemize seller concession dollars prior to closing on the MLS)(M)