

REO 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 Intranet Keller Williams Website or on Agent Services desk. 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

LISTING	
<input type="checkbox"/>	PROPERTY PROFILE / REALIST TAX PRINT OUT (M)
<input type="checkbox"/>	(AD) DISCLOSURE REGARDING REAL ESTATE AGENCY RELATIONSHIP IF SUPPLIED (M)
<input type="checkbox"/>	MASTER LISTING AGREEMENT AND/OR LIST LETTER (M)
<input type="checkbox"/>	EMAIL COPY OF PRICE REDUCTION REQUEST FROM ASSET MANAGER, AS NEEDED (M)
<input type="checkbox"/>	MLS "ACTIVE" PRINT OUT (M)
<input type="checkbox"/>	MISC COMMUNICATION FROM BANK/ASSET MGR
SALES DOCUMENTS	
<input type="checkbox"/>	MLS "PENDING" PRINT OUT (M)
<input type="checkbox"/>	(AD) DISCLOSURE REGARDING REAL ESTATE AGENCY RELATIONSHIP (FROM BUYERS AGENT W/ SELLERS SIGNATURES) (M)
<input type="checkbox"/>	(PRBS) POSSIBLE REPRESENTATION OF MORE THAN ONE BUYER OR SELLER (M)
<input type="checkbox"/>	(WFA) WIRE FRAUD ADVISORY (M)
<input type="checkbox"/>	(KW OR ESV) ELECTRONIC SIGNATURE CONSENT FORM (M)
<input type="checkbox"/>	(RPA) RESIDENTIAL PURCHASE AGREEMENT W/(BIA) BUYERS INSPECTION ADVISORY AND/OR REO BANK ADDENDUM (M)
<input type="checkbox"/>	(SCO) SELLER COUNTER OFFER(S) 1____ 2____ 3____
<input type="checkbox"/>	(BCO) BUYER COUNTER OFFER(S) 1____ 2____ 3____
<input type="checkbox"/>	(SMCO) SELLER MULTIPLE COUNTER OFFER(S) 1____ 2____ 3____
<input type="checkbox"/>	LENDER PRE-APPROVAL LETTER / PROOF OF FUNDS (M)
<input type="checkbox"/>	(SPBB) SELLER PAYMENT FOR BUYER'S BROKER
ESCROW DOCUMENTS	
<input type="checkbox"/>	COPY OF DEPOSIT CHECK AND TRUST LOG ENTRY (IF REPRESENTING BUYER)
<input type="checkbox"/>	ESCROW DEPOSIT RECEIPT (M)
<input type="checkbox"/>	ESCROW INSTRUCTIONS, AMENDMENTS (M)
<input type="checkbox"/>	COMMISSION INSTRUCTIONS (M)
<input type="checkbox"/>	MISC. FORMS
DISCLOSURES	
<input type="checkbox"/>	(REO) REO ADVISORY (M)
<input type="checkbox"/>	(WCMD) WATER-CONSERVING PLUMBING FIXTURES/CMD NOTICE (M)
<input type="checkbox"/>	(MCA) MARKET CONDITIONS ADVISORY (M)
<input type="checkbox"/>	(RCSA-B) REPRESENTATIVE CAPACITY SIGNATURE ADDENDUM-BUYER
<input type="checkbox"/>	(SBSA) STATEWIDE BUYER AND SELLER ADVISORY SIGNED BY BUYER (M)
<input type="checkbox"/>	(AVID) AGENT VISUAL INSPECTION DISCLOSURE (KELLER WILLIAMS AVID IS MANDATORY) SIGNED BY BUYER (M)
<input type="checkbox"/>	(WHSD) WATER HEATER & SMOKE DETECTOR STATEMENT OF COMPLIANCE SIGNED BY BUYER (M)
<input type="checkbox"/>	(LPD) LEAD BASED PAINT DISCLOSURE (USE FOR HOMES BUILT PRIOR TO 1978) (MAY OMIT IF IN REO CONTRACT)
<input type="checkbox"/>	(BRBC)/(BTA) BUYER REPRESENTATION AND BROKER COMPENSATION AGREEMENT/BUYER
<input type="checkbox"/>	(ABCD) ANTICIPATED BROKER COMPENSATION DISCLOSURE
<input type="checkbox"/>	RESIDENTIAL EARTHQUAKE HAZARD REPORT (USE FOR HOMES BUILT PRIOR TO 1960) SIGNED BY BUYER
<input type="checkbox"/>	RECEIPT FOR ENVIRONMENTAL HAZARD REPORT (EARTHQUAKE BOOKLET) (M)
<input type="checkbox"/>	(AS/QS) SELLERS AFFIDAVIT FIRPTA/QUALIFIED SUBSTITUTE WITH BANK TAX ID OR SSN SIGNED BY SELLER (WHEN PROVIDED) & BUYER (M)
<input type="checkbox"/>	(AB-11) BUYERS AFFIDAVIT (HOMES SOLD UNDER \$300,000)
<input type="checkbox"/>	(CR) CONTINGENCY REMOVAL(S) (M)
<input type="checkbox"/>	(FVAC) FHA/VA AMENDATORY FHA/VA NOTICE AND ADDENDUM
<input type="checkbox"/>	NOTICE TO PERFORM
<input type="checkbox"/>	MISC. FORMS - LOAN PRE-QUAL, CONVERSATION LOG, CCR'S/HOA DOC RECEIPT SIGNED BY BUYER
KW DISCLOSURES	
<input type="checkbox"/>	(KW) ADDITIONAL BUYER'S ADVISORY (M)
<input type="checkbox"/>	(KW) MOLD ADVISORY (M)
<input type="checkbox"/>	(KW) ELECTRONIC SIGNATURE CONSENT FORM (M)
<input type="checkbox"/>	(KW) KW STATEMENT OF AFFILIATED SERVICES (M)
<input type="checkbox"/>	(KW) PRELIMINARY TITLE REPORT ADVISORY (M)
REPORTS/INSPECTIONS	
<input type="checkbox"/>	PRELIMINARY TITLE REPORT (M)
<input type="checkbox"/>	PRELIM RECEIPT W/ BUYER SIGNATURE (M)
<input type="checkbox"/>	NATURAL HAZARD DISCLOSURE REPORT (M)
<input type="checkbox"/>	NHD RECEIPT SIGNED BY BUYER AND AGENT (M)
<input type="checkbox"/>	BUYERS INSPECTION OR WAIVER, SIGNED BY BUYER (M)
<input type="checkbox"/>	TERMITE REPORT OR WAIVER
<input type="checkbox"/>	TERMITE CLEARANCE SIGNED BY BUYER (M)
CLOSING DOCUMENTS	
<input type="checkbox"/>	REFERRAL FORM (SIGNED BY BROKERS AND AGENTS)
<input type="checkbox"/>	(VP) VERIFICATION OF PROPERTY CONDITION OR WAIVER, SIGNED BY BUYER (M)
<input type="checkbox"/>	PROOF OF HOME WARRANTY OR WAIVER (M)
<input type="checkbox"/>	CLOSING STATEMENT WITH ESCROW DEPOSIT CHECK RECEIPT (M)
<input type="checkbox"/>	MLS "SOLD" PRINT OUT (M)