

# STANDARD FILE 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 \*\***

<b>LISTED</b>	
	(AD-1) AGENCY DISCLOSURE - FOR SELLER/LISTING AGENT (M)
	(FHDA) FAIR HOUSING AND DISCRIMINATION ADVISORY (M)
	(PRBS) POSSIBLE REPRESENTATION OF MORE THAN ONE BUYER OR SELLER (M)
	(WFA) WIRE FRAUD ADVISORY (M)
	(RLA/SA) LISTING AGREEMENT & SELLER'S ADVISORY (M)
	(CCPA) CALIFORNIA CONSUMER PRIVACY ACT ADVISORY (M)
	(PVR) PHOTO & VIDEO RELEASE
	(SELM) SELLER INSTRUCTIONS TO EXCLUDE LISTING FROM THE MLS/CAR EXCLUSION (BROKER/MANAGER TO SIGN)
	(RCSD-S) REPRESENTATIVE CAPACITY SIGNATURE DISCLOSURE-FOR SELLER REPRESENTATIVES
	(KW or ESV) ELECTRONIC SIGNATURE CONSENT FORM (M)
	SELLER'S NET PROCEEDS FORM/ WITH SELLERS SIGNATURE/MANDATORY
	COMPARATIVE MARKET ANALYSIS W/ SELLER'S SIGNATURE/MANDATORY
	PROPERTY PROFILE / REALIST TAX PRINT OUT (M)
	(DIA) DISCLOSURE INFORMATION ADVISORY (M)
	(AS) SELLER FIRPTA (ON ALL LISTINGS) (SOCIAL REQUIRED) <b>SELLER SIGNED</b> IF REPRESENTING BUYER, (QS) QUALIFIED SUBSTITUTE (M)
	(PAPA) PURCHASE AGREEMENT PROBATE ADDENDUM
	(HOA)(HOA2)(HOA3) HOMEOWNER'S ASSOCIATION INFORMATION REQUEST FORM (IF APPLICABLE)
	(KLA) KEYSAFE/LOCKBOX ADDENDUM (M)
	MLS ACTIVE PRINTOUT (M)
	PERMIT REPORTS (M)
	(MT) MODIFICATION OF TERMS W/ UPDATED MLS PRINTOUT
	(SSIA) SHORT SALE ADDITIONAL INFO, (ARC) AUTHORIZATION TO RECEIVE INFO
<b>UNDER CONTRACT</b>	
	MLS PENDING PRINTOUT (M)
	(RPA-CA/BIA) RESIDENTIAL PURCHASE AGREEMENT W/ BUYERS INSPECTION ADVISORY (M)
	(FAAA) FAIR APPRAISAL ACT ADDENDUM (M)
	(CCPA) CALIFORNIA CONSUMER PRIVACY ACT ADVISORY (M)
	(AD-2 / AD-3) AGENCY DISCLOSURE - BUYER/SELLING AGENT & SELLER/SELLING AGENT (M)
	(FHDA) FAIR HOUSING AND DISCRIMINATION ADVISORY (M)
	(PRBS) POSSIBLE REPRESENTATION OF MORE THAN ONE BUYER OR SELLER (M)
	(WFA) WIRE FRAUD ADVISORY BUYER AND SELLER SIGNATURE (M)
	(BHIA) BUYER HOMEOWNERS INSURANCE ADVISORY (M)
	(SMCO) SELLER MULTIPLE COUNTER OFFER(s) _____, _____, _____, _____
	(SCO) SELLER COUNTER OFFER(s) _____, _____, _____, _____
	(BCO) BUYER COUNTER OFFER(s) _____, _____, _____, _____
	(SPBB) SELLER PAYMENT FOR BUYER'S BROKER
	LENDER PRE-APPROVAL LETTER / PROOF OF FUNDS (M)
	(COP) CONTINGENCY FOR SALE OR PURCHASE OF OTHER PROPERTY
	(SPRP) SELLER PURCHASE OF REPLACEMENT PROPERTY
	COPY OF BUYER'S CHECK W/ COMPLETED TRUST ACCOUNT LOG PAGE
	COPY OF ESCROW RECEIPT OF DEPOSIT (M)
	ESCROW INSTRUCTIONS (M)
	COMMISSION INSTRUCTIONS (M)
	(ADM) ADDENDUM/TEXT OVERFLOW ADDENDUM _____, _____, _____, _____
	(TOPA) TENANT OCCUPIED PROPERTY ADDENDUM
	(SIP) SELLER IN POSSESSION (M)
	(SSA) SHORT SALE ADDENDUM
	(FVAC)(FVA) FHA/VA AMENDATORY CLAUSE/FHA/VA NOTICE AND ADDENDUM
	(HID) HOME INSPECTION DISCLOSURE (FHA ONLY)
	(MCA) MARKET CONDITION ADVISORY (M)
	PERMIT REPORTS SIGNED BY BUYERS (M)
	(SBSA) STATEWIDE BUYER AND SELLER ADVISORY (M)
	(PVR) PHOTO & VIDEO RELEASE
	(WFDA) WILD FIRE ADVISORY
	(FHDS) HOME FIRE HARDENING AND DEFENSIBLE SPACE ADVISORY AND DISCLOSURE
	(AS) SELLER FIRPTA (ON ALL LISTINGS) (SOCIAL REQUIRED) <b>SELLER SIGNED</b> 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 <b>MANDATORY</b> )
	(AVID) COOPERATING OFFICE AVID
	(TDS) TRANSFER DISCLOSURE STATEMENT / (ESD) EXEMPT SELLER DISCLOSURE (M)
	(SPQ) SELLER PROPERTY QUESTIONNAIRE (M)
	(LPD) LEAD BASED PAINT DISCLOSURE (PRE - 1978)
	(SOLAR) SOLAR ADVISORY AND QUESTIONNAIRE
	(BRBC)/(BTA) BUYER REPRESENTATION AND BROKER COMPENSATION AGREEMENT/BUYER TRANSACTIONAL ADVISORY
	(ABCD) ANTICIPATED BROKER COMPENSATION DISCLOSURE
	(SPT) NOTICE OF YOUR SUPPLEMENTAL TAX BILL
	(BHAA) BUYERS HOME OWNERS ASSOCIATION ADVISORY
	RECEIPT FOR ENVIRONMENTAL HAZARDS BOOKLET (EARTHQUAKE BOOKLET) (M)
	(RR) REQUEST FOR REPAIRS
	(RRRR) SELLER RESPONSE AND BUYER REPLY TO REQUEST FOR REPAIR
	(SFLS) SQUARE FOOTAGE & LOT SIZE DISCLOSURE AND ADVISORY (M) (AFTER 6/20/2020)
	(PVOH) PROPERTY VISIT AND OPEN HOUSE ADVISORY (M) (AFTER 6/20/2020)
	(AAA) ADDITIONAL AGENT ACKNOWLEDGEMENT
	(NSP / NBP) NOTICE TO SELLER TO PERFORM / NOTICE TO BUYER TO PERFORM
	(CR) CONTINGENCY REMOVAL (M)
	(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 (M)
	(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)
	SIGNED RECEIPT OF PRELIMINARY TITLE REPORT (M)
	PHYSICAL INSPECTION REPORT OR WAIVER (M)
<b>CLOSED</b>	
	REFERRAL FORM (SIGNED BY BROKERS AND AGENTS)
	(VP) VERIFICATION OF PROPERTY CONDITION OR WAIVER (M)
	TERMITE REPORT or WAIVER
	BUYERS APPROVAL OF TERMITE CLEARANCE
	PROOF OF HOME WARRANTY OR WAIVER (M)
	CLOSING STATEMENT FROM ESCROW (M)
	MLS SOLD PRINTOUT (M)