COMMERCIAL CHECKLIST

CLIENT NAME:_____

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 Intranet Keller Williams Website or on the wall next to the West Hall printer. All files to be uploaded to Command within 3 days of taking a listing or getting your offer accepted.

	REQUIRED DOCUMENTS FOR ALL LEASE AND SALE TRANSACTIONS
1	AGENCY DISCLOSURE
2	LISTING AGREEMENT
3	COMMISSION AGREEMENT
4	CO-BROKER AGREEMENT
5	ADA/HAZMAT/TAX DISCLOSURE
6	NATURAL HAZARD DISCLOSURE
7	OTHER REPORTS
8	OTHER DOCUMENTS REQUIRED BY LOCAL/STATE REGULATORY AGENCY
	LEASE TRANSACTIONS
9	LEASE APPLICATION / LETTER OF INTENT (LOI)
10	FULLY EXECUTED LEASE AGREEMENT
11	LISTING / MARKETING FLYER PRINT OUT IN LOOPNET OR COSTAR
12	ALL OTHER OFFERS, COUNTER OFFERS, CORRESPONDANCE, AND OTHER PERTINENT INFORMATION
	SALE TRANSACTIONS
13	ALL OFFERS, COUNTER OFFERS, LETTER OF INTENT (LOI)
14	LISTING / OFFERING MEMORANDUM / MARKETING FLYER PRINT OUT IN LOOPNET OR COSTAR
15	COPY OF BUYER'S FINANCIALS - LENDER STATEMENT OR VOF
16	FULLY EXECUTED PURCHASE CONTRACT
17	COPY OF ESCROW INSTRUCTIONS
18	COPY OF ESCROW COMMISSION AUTHORIZATION
19	(RU-PA) RESIDENTIAL UNITS PURCHASE ADDENDUM
20	COPY OF BUYER/SELLER SIGNED ESTIMATED CLOSING STATEMENT
21	COPY OF PRELIMINARY TITLE REPORTS
22	(KW) PRELIMINARY TITLE REPORT ADVISORY
23	EXECUTED FIRPTA OR EVIDENCE OF COMPLIANCE (SELLER)
24	(CSPQ) COMMERCIAL SELLER PROPERTY QUESTIONNAIRE
25	COMMERCIAL PROPERTY OWNER'S GUIDE TO EARTHQUAKE SAFETY
26	FULLY EXECUTED DISCLOSURE OF INFORMATION ON LEAD BASED PAINT AND/OR LEASE BASED HAZARDS (MULTI-FAMILY PROPERTIES BUILT BEFORE 1978)
27	(KW) AFFILIATED BUSINESS ARRANGEMENT DISCLOSURE STATEMENT
28	1031 EXCHANGE - INTERMEDIARY PACKAGE
29	CLIENT CORRESPONDANCE
30	(CLCA) COMMERCIAL LEASE CONSTRUCTION ACCESSIBILITY ADDENDUM
31	REFERRAL FORM (SIGNED BY BROKERS AND AGENTS)
32	CLOSING STATEMENT
33	MLS SOLD

Current as of 7/7/2026