VACANT LAND 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, the KW Corona Support 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) BUYER REPRESENTATION AND BROKER COMPENSATION AGREEMENT
	(MT-BR) (MODIFICATION OF TERMS – BUYER REPRESENTATION AGREEMENT
	LISTED
	(AD-1) AGENCY DISCLOSURE - FOR SELLER/LISTING AGENT **(M)**
	(VLL) VACANT LAND LISTING AGREEMENT **(M)** / (MLSA) MULTIPLE LISTING SERVICE ADDENDUM **(M)**
	(BCA) BROKER COMPENSATION ADVISORY **(M)**
	(PRBS) POSSIBLE REPRESENTATION OF MORE THAN ONE BUYER OR SELLER **(M)**
	(CCPA) CALIFORNIA CONSUMER PRIVACY ACT ADVISORY **(M)**
	(SVLA) SELLER'S VACANT LAND ADVISORY **(M)**
	(RCSD-S) REPRESENTATIVE CAPACITY SIGNATURE DISCLOSURE/SELLER
	(AS) SELLER FIRPTA (ON ALL LISTINGS) (SOCIAL REQUIRED). IF REPRESENTING BUYER, (QS) QUALIFIED SUBSTITUTE
	SELLER'S NET PROCEEDS FORM **(M)**
	COMPARATIVE MARKET ANALYSIS **(M)**
	PROPERTY PROFILE / REALIST TAX PRINT OUT, COPY OF TRUST **(M)**
	MLS ACTIVE PRINTOUT **(M)**
	(MT) MODIFICATION OF TERMS W/ UPDATED MLS PRINTOUT
	(TA) TRUST ADVISORY
	(SSLA) SHORT SALE LISTING ADDENDUM
	(KW or ESV) ELECTRONIC SIGNATURE CONSENT FORM **(M)**
	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)**
	(VLPA) VACANT LAND PURCHASE AGREEMENT **(M)**
	(PRBS) POSSIBLE REPRESENTATION OF MORE THAN ONE BUYER OR SELLER **(M)**
	(FHDA) FAIR HOUSING AND DISCRIMINATION ADVISORY **(M)**
	(WFA) WIRE FRAUD ADVISORY **(M)**
	(CCPA) CALIFORNIA CONSUMER PRIVACY ACT ADVISORY **(M)**
	(BVLIA) BUYERS VACANT LAND ADDITIONAL INSPECTION ADVISORY **(M)**
	(SCO) SELLER COUNTER OFFER(s) ____, ____, ____, ____, ____
	(BCO) BUYER COUNTER OFFER(s) ____, ____, ____, ____, ____
	(SMCO) SELLER MULTIPLE COUNTER OFFER(s) ____, ____, ____, ____, ____
	LENDER PRE-APPROVAL LETTER / PROOF OF FUNDS (M)
	(ADM) ADDENDUM ____, ____, ____, ____
	COPY OF ESCROW RECEIPT OF DEPOSIT **(M)**
	ESCROW INSTRUCTIONS **(M)**
	COMMISSION AUTHORIZATION **(M)**
	DISCLOSURES
	(MCA) MARKET CONDITION ADVISORY **(M)**
	(RU-PA) RESIDENTIAL UNITS PURCHASE ADDENDUM
	(AS) SELLER FIRPTA (ON ALL LISTINGS) (SOCIAL REQUIRED). IF REPRESENTING BUYER, (QS) QUALIFIED SUBSTITUTE - MANDATORY **(M)**
	(VLQ) SELLER VACANT LAND QUESTIONAIRE **(M)**
	(SSA) SHORT SALE ADDENDUM
	(SBSA) STATEWIDE BUYER AND SELLER ADVISORY **(M)**
	(WFDA) WILD FIRE ADVISORY
	(RCSD-B) REPRESENTATIVE CAPACITY SIGNATURE DISCLOSURE/BUYER
	(NSP) NOTICE TO SELLER TO PERFORM/(NBP) NOTICE TO BUYER TO PERFORM
	(CR) CONTINGENCY REMOVAL **(M)**
	(KW) ADDITIONAL BUYER'S ADVISORY **(M)**
	(KW) ELECTRONIC SIGNATURE CONSENT FORM
	(KW) KW STATEMENT OF AFFILIATED SERVICES **(M)**
	(KW) PRELIMINARY TITLE REPORT ADVISORY **(M)**
	NATURAL HAZARD DISCLOSURE REPORT **(M)**
	NHD RECEIPT W/ SIGNATURES **(M)**
	PRELIMINARY TITLE REPORT **(M)**
	COPIES OF INSPECTION REPORT (EXAMPLE: WELL, SEPTIC, ETC.)
	CLOSED
	REFERRAL FORM (SIGNED BY BROKERS AND AGENTS)
	CLOSING STATEMENT FROM ESCROW **(M)**
	SIGNED RECEIPT OF PRELIMINARY TITLE REPORT (M)
	MLS SOLD PRINTOUT **(M)**

Current as of 7/7/2026