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

Current as of 7/7/2026