

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 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 DOCUMENTS	
1	(AD-1) AGENCY DISCLOSURE - FOR SELLER/LISTING AGENT (M)
2	(VLL) VACANT LAND LISTING AGREEMENT (M)
3	(SVLA) SELLER'S VACANT LAND ADVISORY
4	(RCSD-S) REPRESENTATIVE CAPACITY SIGNATURE DISCLOSURE/SELLER
5	(AS) SELLER FIRPTA (ON ALL LISTINGS) (SOCIAL REQUIRED) - MANDATORY. IF REPRESENTING BUYER, (QS)
6	(VLQ) SELLER VACANT LAND QUESTIONNAIRE (SELLER SIGNED ONLY) (M)
7	SELLER'S NET PROCEEDS FORM (SELLER'S SIGNATURE MANDATORY) (M)
8	COMPARATIVE MARKET ANALYSIS (SELLER'S SIGNATURE MANDATORY) (M)
9	PROPERTY PROFILE / REALIST TAX PRINT OUT, COPY OF TRUST (M)
10	(HOA)(HOA2)(HOA3) HOMEOWNER'S ASSOCIATION INFORMATION REQUEST FORM
11	MLS ACTIVE PRINTOUT (M)
12	(MT) MODIFICATION OF TERMS W/ UPDATED MLS PRINTOUT
13	(TA) TRUST ADVISORY
14	(SELM) SELLER INSTRUCTION TO EXCLUDE FROM MLS/CAR EXCLUSION FORM
15	(SSIA) SHORT SALE ADVISORY (ARC) AUTHORIZATION TO RECEIVE INFO
16	(KW or ESV) ELECTRONIC SIGNATURE CONSENT FORM (M)
SALES DOCUMENTS	
17	MLS PENDING PRINTOUT (M)
18	(AD-2 / AD-3) AGENCY DISCLOSURE - BUYER/SELLING AGENT & SELLER/SELLING AGENT (M)
19	(PRBS) POSSIBLE REPRESENTATION OF MORE THAN ONE BUYER OR SELLER (M)
20	(WFA) WIRE FRAUD ADVISORY (M)
21	(VLPA) VACANT LAND PURCHASE AGREEMENT (M)
22	(SCO) SELLER COUNTER OFFER(s) _____, _____, _____, _____, _____
23	(BCO) BUYER COUNTER OFFER(s) _____, _____, _____, _____, _____
24	(SMCO) SELLER MULTIPLE COUNTER OFFER(s) _____, _____, _____, _____, _____
25	(SPBB) SELLER PAYMENT FOR BUYER'S BROKER
26	(ADM) ADDENDUM _____, _____, _____, _____
ESCROW DOCUMENTS	
27	COPY OF BUYER'S CHECK W/ COMPLETED TRUST ACCOUNT LOG PAGE
28	COPY OF ESCROW RECEIPT OF DEPOSIT (M)
29	ESCROW INSTRUCTIONS (M)
30	COMMISSION AUTHORIZATION (M)
31	MISC FORMS
DISCLOSURES	
32	(MCA) MARKET CONDITION ADVISORY (M)
33	(RU-PA) RESIDENTIAL UNITS PURCHASE ADDENDUM
34	(AS) SELLER FIRPTA (ON ALL LISTINGS) (SOCIAL REQUIRED) - MANDATORY. IF REPRESENTING BUYER, (QS)
35	(VLQ) SELLER VACANT LAND QUESTIONNAIRE (M)
36	(BVLIA) BUYERS VACANT LAND ADDITIONAL INSPECTION ADVISORY (M)
37	(SSA) SHORT SALE ADDENDUM
38	(SBSA) STATEWIDE BUYER AND SELLER ADVISORY (M)
39	(WFDA) WILD FIRE ADVISORY
40	(BRBC)/(BTA) BUYER REPRESENTATION AND BROKER COMPENSATION AGREEMENT/BUYER TRANSACTIONAL ADVISORY
41	(ABCD) ANTICIPATED BROKER COMPENSATION DISCLOSURE
42	(RCSD-B) REPRESENTATIVE CAPACITY SIGNATURE DISCLOSURE/BUYER
43	(NSP) NOTICE TO SELLER TO PERFORM
44	(NBP) NOTICE TO BUYER TO PERFORM
45	(CR) CONTINGENCY REMOVAL (M)
46	MISC FORMS
KW DISCLOSURES	
47	(KW) ADDITIONAL BUYER'S ADVISORY (M)
48	(KW) ELECTRONIC SIGNATURE CONSENT FORM (M)
49	(KW) KW STATEMENT OF AFFILIATED SERVICES (M)
50	(KW) PRELIMINARY TITLE REPORT ADVISORY (M)
REPORTS/INSPECTIONS	
51	NATURAL HAZARD DISCLOSURE REPORT (M)
52	NHD RECEIPT W/ SIGNATURES (M)
53	PRELIMINARY TITLE REPORT (M)
54	PRELIM RECEIPT W/ BUYER'S SIGNATURE (M)
55	COPIES OF INSPECTION REPORT (EXAMPLE: WELL, SEPTIC, ETC.) (M)
56	MISC. REPORTS
CLOSING DOCUMENTS	
57	REFERRAL FORM (SIGNED BY BROKERS AND AGENTS)
58	CLOSING STATEMENT FROM ESCROW (M)
59	MLS SOLD PRINTOUT (M)