

REO CLOSED FILE TEMPLATE

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 DOTLOOP within 3 days of taking a listing or getting your offer accepted.

**** (M) DENOTES MANDATORY FORMS IN FILE ****

LISTING	
1	Property Profile / Realist Tax Print Out (M)
2	(AD) Disclosure Regarding Real Estate Agency Relationship if supplied (M)
3	Master Listing Agreement and/or List Letter (M)
4	Email Copy of Price Reduction Request from Asset Manager, as needed (M)
5	MLS "ACTIVE" Print out (M)
6	Misc Communication from Bank/Asset Mgr
SALES DOCUMENTS	
7	MLS "PENDING" Print out (M)
8	(AD) Disclosure Regarding Real Estate Agency Relationship (<i>from buyers agent w/ sellers Signatures</i>) (M)
9	(PRBS) Possible Representation of More than one Buyer or Seller (M)
10	(WFA) Wire Fraud Advisory (M)
11	(ESA) Electronic Signature Addendum (WET SIGNATURES ONLY) (M)
12	(RPA) Residential Purchase Agreement w/(BIA) Buyers Inspection Advisory and/or REO Bank Addendum (M)
13	(SCO) Seller Counter Offer(s) 1____ 2____ 3____
14	(BCO) Buyer Counter Offer(s) 1____ 2____ 3____
15	(SMCO) Seller Multiple Counter Offer(s) 1____ 2____ 3____
16	(SPBB) SELLER PAYMENT FOR BUYER'S BROKER (M)
ESCROW DOCUMENTS	
17	Copy of Deposit Check and Trust Log Entry (<i>if representing buyer</i>)
18	Escrow Deposit Receipt (M)
19	Escrow Instructions, Amendments (M)
20	Commission Instructions (M)
21	Misc. Forms
DISCLOSURES	
22	(REO) REO Advisory (M)
23	(WCMD) WATER-CONSERVING PLUMBING FIXTURES/CMD NOTICE (M)
24	(MCA) Market Conditions Advisory (M)
25	(RCSA-B) Representative Capacity Signature Addendum-Buyer
26	(SBSA) Statewide Buyer and Seller Advisory signed by buyer (M)
27	(AVID) Agent Visual Inspection Disclosure (Keller Williams AVID is Mandatory) signed by buyer (M)
28	(WHSD) Water Heater & Smoke Detector Statement of Compliance <i>signed by buyer</i> (M)
29	(LPD) Lead Based Paint Disclosure (use for homes built prior to 1978) (may omit if in REO contract)
30	(BRBC)/(BTA) BUYER REPRESENTATION AND BROKER COMPENSATION AGREEMENT/BUYER TRANSACTIONAL ADVISORY
31	(ABCD) ANTICIPATED BROKER COMPENSATION DISCLOSURE
32	Residential Earthquake Hazard Report (use for homes built prior to 1960) <i>signed by buyer</i>
33	Receipt for Environmental Hazard Report (Earthquake Booklet) (M)
34	(AS/QS) Sellers Affidavit FIRPTA/Qualified Substitute with Bank Tax ID or SSN <i>signed by Seller (when provided) & Buyer</i> (M)
35	(AB-11) Buyers Affidavit (Homes sold under \$300,000)
36	(CR) Contingency Removal(s) (M)
37	(FVAC) FHA/VA Amendatory FHA/VA Notice and Addendum
38	Notice to Perform
39	Misc. Forms - Loan Pre-qual, Conversation Log, CCR's/HOA Doc Receipt signed by buyer
KW DISCLOSURES	
40	(KW) ADDITIONAL BUYER'S ADVISORY (M)
41	(KW) MOLD ADVISORY (M)
42	(KW) ELECTRONIC SIGNATURE CONSENT FORM (M)
43	(KW) KW STATEMENT OF AFFILIATED SERVICES (M)
44	(KW) PRELIMINARY TITLE REPORT ADVISORY (M)
REPORTS/INSPECTIONS	
45	Preliminary Title Report (M)
46	Prelim Receipt w/ Buyer Signature (M)
47	Natural Hazard Disclosure Report (M)
48	NHD Receipt Signed by Buyer and Agent (M)
49	Buyers Inspection or Waiver, <i>signed by buyer</i> (M)
50	Termite Report (M)
51	Termite Clearance signed by buyer (M)
CLOSING DOCUMENTS	
52	(VP) Verification of Property Condition or Waiver, <i>signed by buyer</i> (M)
53	Proof of Home Warranty or Waiver (M)
54	Closing Statement with escrow deposit check receipt (M)
55	MLS "SOLD" Print out (M)