

VACANT LAND CHECKLIST

AGENT NAME: _____ T.C _____

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 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 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

SALES DOCUMENTS

- 16 MLS PENDING PRINTOUT (M)
- 17 (AD-2 / AD-3) AGENCY DISCLOSURE - BUYER/SELLING AGENT & SELLER/SELLING AGENT (M)
- 18 (PRBS) POSSIBLE REPRESENTATION OF MORE THAN ONE BUYER OR SELLER (M)
- 19 (WFA) WIRE FRAUD ADVISORY (M)
- 20 (VLPA) VACANT LAND PURCHASE AGREEMENT (M)
- 21 (SCO) SELLER COUNTER OFFER(s) _____, _____, _____, _____, _____
- 22 (BCO) BUYER COUNTER OFFER(s) _____, _____, _____, _____, _____
- 23 (SMCO) SELLER MULTIPLE COUNTER OFFER(s) _____, _____, _____, _____, _____
- 24 (SPBB) SELLER PAYMENT FOR BUYER'S BROKER
- 25 (ADM) ADDENDUM _____, _____, _____, _____

ESCROW DOCUMENTS

- 26 COPY OF BUYER'S CHECK W/ COMPLETED TRUST ACCOUNT LOG PAGE
- 27 COPY OF ESCROW RECEIPT OF DEPOSIT (M)
- 28 ESCROW INSTRUCTIONS (M)
- 29 COMMISSION AUTHORIZATION (M)
- 30 MISC FORMS

DISCLOSURES

- 31 (MCA) MARKET CONDITION ADVISORY (M)
- 32 (AS) SELLER FIRPTA (ON ALL LISTINGS) (SOCIAL REQUIRED) - MANDATORY. IF REPRESENTING BUYER, (QS)
- 33 (VLQ) SELLER VACANT LAND QUESTIONNAIRE (M)
- 34 (BVLIA) BUYERS VACANT LAND ADDITIONAL INSPECTION ADVISORY (M)
- 35 (SSA) SHORT SALE ADDENDUM
- 36 (SBSA) STATEWIDE BUYER AND SELLER ADVISORY (M)
- 37 (WFDA) WILD FIRE ADVISORY
- 38 (BRBC)/(BTA) BUYER REPRESENTATION AND BROKER COMPENSATION AGREEMENT/BUYER TRANSACTIONAL ADVISORY
- 39 (ABCD) ANTICIPATED BROKER COMPENSATION DISCLOSURE
- 40 (RCSD-B) REPRESENTATIVE CAPACITY SIGNATURE DISCLOSURE/BUYER
- 41 (NSP) NOTICE TO SELLER TO PERFORM
- 42 (NBP) NOTICE TO BUYER TO PERFORM
- 43 (CR) CONTINGENCY REMOVAL (M)
- 44 MISC FORMS

KW DISCLOSURES

- 45 (KW) ADDITIONAL BUYER'S ADVISORY (M)
- 46 (KW) ELECTRONIC SIGNATURE CONSENT FORM (M)
- 47 (KW) KW STATEMENT OF AFFILIATED SERVICES (M)
- 48 (KW) PRELIMINARY TITLE REPORT ADVISORY (M)

REPORTS/INSPECTIONS

- 49 NATURAL HAZARD DISCLOSURE REPORT (M)
- 50 NHD RECEIPT W/ SIGNATURES (M)
- 51 PRELIMINARY TITLE REPORT (M)
- 52 PRELIM RECEIPT W/ BUYER'S SIGNATURE (M)
- 53 COPIES OF INSPECTION REPORT (EXAMPLE: WELL, SEPTIC, ETC.) (M)
- 54 MISC. REPORTS

CLOSING DOCUMENTS

- 55 CLOSING STATEMENT FROM ESCROW (M)
- 56 MLS SOLD PRINTOUT (M)