

General Transaction Checklist



- A copy of ALL files must be submitted to broker before commission is paid to agent.

Forms & Disclosures

-Listing Agent Provides:

	Seller	Buyer	N/A
RLA - Residential Listing Agreement	X	X	X
CO – Seller Counter Offer(s)			
NHD - Natural Hazard Disclosure & Receipt			
AVID - Agent Visual Inspection Disclosure			
SBSA - Statewide Buyer’s and Seller’s Advisory			
SPQ - Seller Property Questionnaire			
TDS - Real Estate Transfer Disclosure Statement			
MCA - Market Condition Advisory			
SA - Seller’s Advisory			
WHSD - Water Heater and Smoke Detector Statement of Compliance			
RRRR - Seller’s Response and Buyer Reply to Request for Repair(s)			
RFR - Receipt for Reports			
Local Disclosures (if any)			

-Selling agent provides:

RPA - Residential Purchase Agreement - RPA			
POF - Proof of Funds & Mortgage Pre-Approval Letter			
CO - Buyer Counter Offer(s)			
RR - Request for Repair			
VPC - Verification of Property Condition			
CR - Contingency Removal(s)			
AVID - Agent Visual Inspection Disclosure			
SPT - Notice of Your “Supplemental” Property Tax Bill (often times in NHD)			

Inspections-Reports & Pamphlets

EMD - Earnest Money Deposit Receipt			
BD - Broker’s Commission Demand			
HUD-1 - Closing Statement (usually provided to broker by escrow)			
Roof Inspection			
Pest Inspection (Cleared pest report is required for VA loans)			
Home Inspection (Required for FHA)			
Appraisal Report (Optional)			
Escrow Preliminary Report			
Conversation log (should include all marketing used, communication with client, negotiations and communication between agents)**unless emailed using services provided by ZipForms			

Misc.

FVAC - FHA/VA Amendatory Clause			
COP - Contingency for Sale of Buyer’s Property			
SIP - Seller in Possession Addendum			
IOA - Interim occupancy agreement (buyer in possession before close of escrow)			
SPRP - Sellers Purchase of Replacement Property			
SSA & SSIA - Short Sale Addendum & Short Sale information and Advisory			
REO - Reo Advisory (for bank-owned homes)			
RGM - Radon Gas & Mold Disclosure			
CC&R – CC&R Documentation			
HOA - Home Owner’s Association Documentation (if applicable)			
FLD – Lead-Based Paint & Lead-Based paint Hazards Disclosure (required on all homes built before 1978 – usually in NHD)			
Affiliated Business Arrangement Disclosure for Real Estate Source, Inc. (Available on morecommission.info)			
AAA - Additional Agent Acknowledgement (if applicable)			