

General Transaction Checklist



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

N/A
x BUYER
x SELLER

Forms & Disclosures

~ Listing Agent Provides:

			RLA	Residential Listing Agreement
			CO	Seller Counter Offer
			NHD	Natural Hazard Disclosure & Receipt
			AVID	Agent Visual Inspection Disclosure
			SBSA	Statewide Buyer's & Sellers Advisory
			SPQ	Seller Property Questionnaire
			TDS	Real Estate Transfer Disclosure Statement
			MCA	Market Condition Advisory
			SA	Seller's Advisory
			WHSD	Water Heater & Smoke Detector Statement of Compliance
			RRR	Seller's Response & Buyer Reply to Request for Repairs
			RFR	Receipt for Reports
			LOCAL	Additional Disclosures (i.e. Local, Seller or Trust Advisory, Lockbox, RCSD)

~ Selling Agent Provides:

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

Inspections, Reports, Pamphlets

			MLS	MLS Printout
			EMD	Earnest money Deposit Receipt
			BD	Brokers Commission Demand
			HUD-1	Closing Statement
			ROOF	Roof Inspection
			PEST	Pest Inspection
			HOME	Home Inspection
			APPRAISAL	Appraisal Report (optional)
			PRELIM	Escrow Preliminary Report

Additional Requirements & Disclosures

			Conv. Log	Conversation Log [must include marketing used, communications with client(s), negotiations & communication between RE agents, brokers, LOs] (See compliance portal on morecommission.info for more info) REQUIRED
			RES/CLS	RES & CLS Affiliated Business Arrangement (available on morecommission.info) REQUIRED
			FVAC	FHA/VA Amendatory Clause
			COP	Contingency for Sale of Buyer's Property
			SIP	Seller in Possession Addendum
			LOA	Interim occupancy agreement (buyer in possession before close of escrow)
			SPRP	Seller's Purchase of Replacement Property
			SSA&SSIA	Short Sale Addendum & Short Sale Information & Advisory
			REO	Reo Advisory for bank owned homes
			RGM	Radon Gas & Mold Disclosure
			CC&R	CC&R Documentation
			HOA	HOS Docs
			FLD	Lead Based Paint & Hazards disclosures for homes built Pre 1978-usually in NHD
			AAA	Additional Agent Acknowledgement if applicable