



RE/MAX CHAMPIONS

SELLINGFILE CHECKLIST

Full Address: _____

Agent: _____, Date File Turned In: ___/___/____, Type of Sale (Standard, Short Sale, REO): _____

Agent Checked	Broker Verified		C.A.R. form
		1)** RE/MAX Champions Cover Letter& Checklist	
		2) * Residential Purchase Agreement (Including Buyer's Inspection Advisory)	RPA, BIA
		3)* Agency Relationship. Buyers (AD-2): _____, Confirmation box signed by Seller: _____	AD-2
		4) * Possible Representation of more than one buyer or seller	PRBS
		5)* Seller's Affidavit (FIRPTA): _____, Buyer's Signature: _____ (ALL Information) OR Qualified Substitute	AS-1/QS
		6)* Buyer's Affidavit (FIRPTA): _____ (If purchase price is under \$300,000)	AB-11
		7) * Copy of Trust Log Entry (If Buyer's check didn't go straight to Escrow): _____, Copy of check: _____	
		8)* Statewide Buyer and Seller Advisory. Sellers: _____, Buyers: _____	SBSA
		9) * Counter Offers: # _____, # _____, # _____	CO-#
		10) ** RE/MAX Addendum. Sellers: _____, Buyers: _____	
		11) * Escrow Instructions (Including Commission Authorization and any Escrow Amendments)	
		12) ** Preliminary Title Report	
		13) ** Escrow's Receipt for Buyer's Deposit	
		14) * Transfer Disclosure Statement. Sellers: _____, Buyers: _____, Agents: _____	TDS
		15) ** Seller Property Questionnaire. Sellers: _____, Buyers: _____ OR Exempt Seller Disclosure	SPQ
		16) * Agent Visual Inspection Disclosure	AVID
		17) * Water Heater & Smoke Detector Statement. Sellers: _____, Buyers: _____	WHSD
		18) * Water-Conserving Plumbing Fixtures & Carbon Monoxide Detector Notice. Sellers: _____, Buyers: _____	WCMD
		19) * Lead-Based Paint Disclosure (Pre 1978). Sellers: _____, Buyers: _____	FLD
		20) * Earthquake Safety & Environmental Hazards Guide Book. Sellers: _____, Buyers: _____	
		21) * Natural Hazard Disclosure (Full report with signatures). Sellers: _____, Buyers: _____	
		22) ** Receipt for Reports	RFR
		23) ** Contingency Removal confirmed by seller/listing agent (1 and/or 2) – All need to be removed	CR
		24) ** "Home Inspection Report Is Not A Repair List For Sellers" Notice. Buyer: _____	
		25) ** Physical Inspection: _____, or Waiver: _____ (HID)	
		26) ** Home Warranty: _____, or Waiver: _____ (BIW)	
		27) ** Termite Report: _____, Clearance: _____, or Waiver: _____ (BIW)	
		28) ** Verification of Property Condition (Buyer's Walk Through)	VP
		29) ** Copy of MLS Active	
		30)**(If applicable) Cooperating Broker Compensation	CBC
		31) ** (If applicable) Wood Destroying Pest Inspection	WPA
		32) * (If applicable) Purchase Agreement Addendums & any other forms or disclosures	
		33)* (If applicable) Short Sale Forms. Information and Advisory: _____, Addendum: _____	SSIA, SSA
		34)* (If applicable) REO Advisory	REO
		35) ** (If applicable) Building Permits, City Inspections, or Septic Tank Certifications	
		36) ** (If applicable) Notice to Seller to Perform (If applicable)	NSP
		37) ** (If applicable) Request for Repairs&Seller's Response and Buyer's reply to RR (if applicable)	RR,RRRR

* BRE Required Items, ** RE/MAX Champions Required Items

Commission will be held until all required items are completed and signed by close of escrow.

(Revised January 2017 – JJP)

Broker Checked: _____

Date: _____