



LISTINGFILE CHECKLIST

Full Address: _____

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

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

Broker Checked: _____

Commission will be held until all required items are completed and signed by close of escrow.
(Revised May 2014 – JJP)

Date: _____