



RE/MAX CHAMPIONS

COMMERCIAL OR UNITS CHECKLIST

Full Address: _____

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

Agent Checked	Broker Verified		C.A.R. form abbreviation
		1) ** RE/MAX Champions Cover Letter & Checklist	
		2) ** Property Profile	
		3) * Agency Relationship. Sellers: ____, Buyers: ____	
		4) * Commercial Listing Agreement	
		5) * Commercial Purchase Contract	
		6) * Counter Offers: # ____, # ____, # ____	CO
		7) * Escrow Instructions (Including Commission Authorization and any Escrow Amendments)	
		8) * Copy of Buyer's Check / Escrow Receipt for Buyer's Deposit	
		9) ** RE/MAX Addendum. Sellers: ____, Buyers: ____	
		10) ** Preliminary Title Report	
		11) ** Verification of Property Condition (Final Walk Through): ____, or Waiver: ____	VP
		12) * Closing Statement from Escrow	
		13) * (If applicable) Lease Agreements / Estoppel Certificates	
		14) * (If not included on commercial forms) Water Heater & Smoke Detector Statement	WHSD
		15) * (If not included on commercial forms) Lead-Based Paint Disclosure (Pre 1978)	FLD
		16) * (If not included on commercial forms) Earthquake Safety & Environmental Hazards Guide Book.	
		17) * (If not included on commercial forms) Natural Hazard Disclosure (Full report with signatures).	
		18) * (If not included on commercial forms) Transfer Disclosure Statement.	
		19) ** (If not included on commercial forms) Termite Report: ____, Clearance: ____, or Waiver: ____	
		20) * (If not included on commercial forms) Any other Addendums or Disclosures	

* 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 May 2014 - JJP)

Broker Checked: _____

Date: _____