



REPRESENTING BOTH BUYER & SELLER 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) ** 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-
		5) * Possible Representation of more than one buyer or seller	PRBS
		6)* Seller's Affidavit (FIRPTA): ____, Buyer's Signature: ____ (ALL Information) OR Qualified Substitute	AS/QS
		7)* Buyer's Affidavit (FIRPTA): ____ (If purchase price is under \$300,000)	AB
		8)* Statewide Buyer and Seller Advisory. Sellers: ____, Buyers: ____	SBSA
		9) * Residential Purchase Agreement (Including Buyer's Inspection Advisory)	RPA, BIA
		10) * Counter Offers: # ____, # ____, # ____	CO
		11) * Copy of Buyer's Check / Escrow Receipt for Buyer's Deposit	
		12) * Copy of Trust Log Entry (If Buyer's check did not go straight to Escrow)	
		13) ** RE/MAX Addendum. Sellers: ____, Buyers: ____	
		14) * Escrow Instructions (Including Commission Authorization and any Escrow Amendments)	
		15) * Transfer Disclosure Statement. Sellers: ____, Buyers: ____, Agents: ____	TDS
		16) ** Seller Property Questionnaire. Sellers: ____, Buyers: ____ OR Exempt Seller Disclosure if applicable	SPQ
		17) * Agent Visual Inspection Disclosure	AVID
		18) * Water Heater & Smoke Detector Statement. Sellers: ____, Buyers: ____	WHSD
		19) * Water-Conserving Plumbing Fixtures & Carbon Monoxide Detector Notice.Sellers: ____,Buyers:____	WCMD
		20) * Lead-Based Paint Disclosure (Pre 1978)	FLD
		21) * Earthquake Safety & Environmental Hazards Guide Book. Sellers: ____, Buyers: ____	
		22) * Natural Hazard Disclosure (Full report with signatures). Sellers: ____, Buyers: ____	
		23) ** Receipt for Reports / Contingency Removal	RFR
		24)Contingency Removals confirmed by seller/listing agent (1 and/or 2)- Need to have full removal	CR
		25) ** "Home Inspection Report Is Not A Repair List For Sellers" Notice. Buyer: ____	
		26) ** Physical Inspection: ____, or Waiver: ____ (HID)	
		27) ** Home Warranty: ____, or Waiver: ____ (BIW)	
		28) ** Termite Report: ____, Clearance: ____, or Waiver: ____ (BIW)	
		29) ** Preliminary Title Report	
		30) ** Verification of Property Condition (Buyer's Walk Through)	VP
		31) ** Copy of MLS Sold	
		32) * (If applicable) Purchase Agreement Addendums & any other disclosures	
		33)* (If applicable) Short Sale Forms. Information and Advisory: ____, Addendum: ____	SSIA, SSA
		34)* (If applicable) REO Advisory, Trust Advisory, Probate Advisory	REO
		35) ** (If applicable) Building Permits, City Inspections, or Septic Tank Certifications	
		36) ** (If applicable) Notice to Seller/Buyer to Perform (If applicable)	NSP, NBP
		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: _____