



**BUSINESS LISTING
REQUIRED DOCUMENTATION CHECKLIST**

Agent: _____ Business Name: _____

The following items must be turned in to the File Auditor AS SOON AS YOU WRITE UP A LISTING:

- BLA – Business Listing Agreement
- If ABC license included in sale:
 - Print license information from: www.abc.ca.gov/datport/LQSMenu.html
 - Check license status, type, licensee(s), dba, and business address

When you receive an offer:

- Check Selling Broker’s license online, print out and put in file, if license type is not a corporation then Selling Broker must complete and return a signed W-9

The following forms may be turned in together upon close of escrow:

Turn in fully executed copies of the following:

- BPA – Business Purchase Agreement
- CO – Counter Offer(s), if any
- List of Assets included in Sale
- New Lease or any Lease Assignments
- BDS – Business Disclosure Statement
- Final Walk- Thru Form

Obtain the following from the escrow company:

- Copy of Escrow Instructions & Amendments
- Closing Statement (HUD-1) and Commission Check

**ALL ITEMS MUST BE TURNED IN FULLY EXECUTED AND PROPERLY DATED
PRIOR TO ISSUANCE OF COMMISSION CHECK!!**