



LISTING CHECKLIST

Agent: _____ Property: _____

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

- RLA - Exclusive Authorization and Right to Sell and Seller's Advisory (signed by seller)
PRBS - Possible Representation of More Than One Buyer or Seller (signed by seller and agent)
TDS - Transfer Disclosure Statement, unless exempt (completed and signed by seller; agent to remark and sign)
AS - Seller's Affidavit of Non-Foreign Status (completed and signed by seller)
AD-1 - Agency Disclosure (Listing Firm to Seller) (signed by seller and agent)
Affiliated Business Arrangement Disclosure Statement (signed by seller)
Traditional Marketing Ack, properly completed and signed if you intend to market new listing (New Listing section completed)

AS SOON AS ESCROW IS OPENED, DO THE FOLLOWING:

- Check Selling Agent's license online, print, and put in file (person submitting offer must have valid license)
On BRE website check Selling Broker's license, print and put in file (if license type is not a corporation then send DLT notifying them Selling Broker must provide tax ID #, or we'll hold commissions until we have it)
Order Termite Report

THE FOLLOWING FORMS MAY BE TURNED IN TOGETHER UPON CLOSE OF ESCROW:

By the time specified in item 14A1 of the purchase contract you need to have the seller complete, sign, and date the following items and forward them to the buyer's agent for the buyer to sign:

- TDS - Transfer Disclosure Statement, unless exempt
Affiliated Business Arrangement Disclosure Statement
FLD - Seller's Lead-Based Paint Disclosure, if built before 1978 YEAR BUILT: _____
NHD - Zone Disclosure Report, and Mello-Roos Notice if in special tax area
Homeowner's Guide Booklet
Earthquake Hazards Report, if built before 1960
SSD - Supplemental Statutory and Contractual Disclosures
AS - Seller's Affidavit of Non-Foreign Status, if form is incomplete, have escrow provide (QS) Qualified Substitute form or withholding will be required

Turn in fully executed copies of the following:

- VP - Verification of Property Condition
RPA-CA & BIA - Purchase Contract & Buyer's Inspection Advisory
PRBS - Possible Representation of More Than One Buyer or Seller
CO and/or ADM - Counter Offer(s) and/or Addendum(s)
BIW - Buyer's Inspection Waiver, if applicable
AD-2 - Selling Agent's Agency Disclosure
Homeowner's Guide Booklet Receipt
HID - For Your Protection Get A Home Inspection, if buyer gets an FHA loan

From the escrow company:

- Escrow Instructions & Amendments
Preliminary Title Report
Home Warranty Confirmation, if any
Termite Inspection & Completion, if any
Final HUD-1 Closing Statement and Commission Check

Other:

Traditional Marketing Acknowledgement - Closed Listing section properly completed and signed if you intend to market your Closed Listing

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

For office use only
Date Closed: _____
Sales Price: _____
Commission %: _____
Amount of check: \$ _____
Run Missing Items Report
Y N Agent missing any items?
10% hold: \$ _____
Run Sign & Lockbox Report
Y N Missing/Damaged Sign?
\$ _____ Replace Sign (\$45 large /\$40 small)
Y N Missing/Damaged Lockbox?
\$ _____ Replace Lockbox (\$120)
Y N Did we Coordinate Transaction?
Y N Did we process Short Sale?