



MOBILE HOME LISTING CHECKLIST

Agent: _____ Property Address: _____

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

- AD-1 - Agency Disclosure (Listing Firm to Seller) (signed by buyer and agent)
MHL & SA - Listing Agreement & Seller's Advisory (signed by buyer and agent)
PRBS - Possible Representation of More Than One Buyer or Seller (signed by buyer and agent)
MHTDS - Mobile Home Transfer Disclosure Statement
Affiliated Business Arrangement Disclosure Statement (signed by buyer)

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

By the time specified in item 16A of the MHPA 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:

- MHTDS - Mobile Home Transfer Disclosure Statement
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
SSD - Supplemental Statutory and Contractual Disclosures
WHSD - Water Heater Statement of Compliance
WHSD - Smoke Detector Statement of Compliance
MHA - Manufactured Home Advisory and Release

Turn in fully executed copies of the following:

- VP - Verification of Property Condition or our Final Walk-Thru
MHPA & BIA- Purchase Contract & Buyer's Inspection Advisory
BIW - Buyer's Inspection Waiver, if applicable
CBC - Compensation Agreement
CO or ADM - Counter Offer(s) and/or Addendum(s)
AD-2 - Agency Disclosure (Selling Firm to Buyer)
PRBS - Possible Representation of More Than One Buyer or Seller

Obtain the following from the escrow company:

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

Form box containing fields for Date Closed, Sales Price, Commission %, Check, Hold status, Deductions, and Replace Sign/Lockbox.

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