



SALE CHECKLIST

Agent: _____ Property Address: _____

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

- AD-2 - Agency Disclosure (Selling Firm to Buyer) (signed by buyer and agent)
PRBS- Possible Representation of More Than One Buyer or Seller (signed by buyer and agent)
RPA-CA & BIA Purchase Contract & Buyer's Inspection Advisory (signed by buyer and agent)
Affiliated Business Arrangement Disclosure Statement, from www.goprorealty.com (signed by buyer)

Note: All Earnest Money Deposits are to be sent directly to escrow upon acceptance of offer per RPA-CA 3A(1), Professional Realty no longer collects Earnest Money Deposits.

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

By the date specified in item 14A of the purchase contract you must obtain the following from the listing agent which must already be signed by the seller for your buyer to sign by the time specified in item 14B1:

- TDS - Transfer Disclosure Statement (includes Smoke Detector & WH), unless exempt
FLD - Seller's Lead-Based Paint Disclosure, if built before 1978
AS - Seller's Affidavit of Non-Foreign Status, if form is not received or is incomplete, either obtain (QS) Qualified Substitute form from escrow or you will need to instruct escrow to withhold money from seller
NHD - Zone Disclosure Report with Mello-Roos Notice if in special tax area
Homeowner's Guide Booklet
Earthquake Hazards Report, if built before 1960 Year Built: _____
ESD - Exempt Seller Disclosure OR SPQ - Seller Property Questionnaire

Turn in fully executed copies of the following:

- Homeowner's Guide Booklet Receipt
AB-11 - Buyer's Affidavit, if applicable
VP - Verification of Property Condition
RPA-CA & BIA - Purchase Contract & Buyer's Inspection Advisory
PRBS - Possible Representation of More Than One Buyer or Seller
BIW - Buyer's Inspection Waiver, if applicable
CO and/or ADM - Counter Offer(s) and/or Addendum(s)
AD-2 - Agency Disclosure, (our AD-2 must be signed by seller)
Affiliated Business Arrangement Disclosure Statement
HID - For Your Protection Get A Home Inspection, if buyer gets FHA loan

From the escrow company:

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

Other:

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

For office use only
Date Closed: _____
Sales Price: _____
Commission %: _____
Amount of check: \$ _____
Run Missing Items Report
[X] [] Agent missing any items?
10% hold: \$ _____
Run Sign & Lockbox Report
[X] [] Missing/Damaged Sign?
\$ _____ Replace Sign (\$45 large / \$40 small)
[X] [] Missing/Damaged Lockbox?
\$ _____ Replace Lockbox (\$120)

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