



MOBILE HOME SALE CHECKLIST

Agent: _____ Property: _____

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)
MHPA & BIA - Purchase Contract & Buyer's Inspection Advisory (signed by buyer and agent)
PRBS - Possible Representation of More Than One Buyer or Seller (signed by buyer and agent)
Deposit Check or money order made payable to Professional Realty - NO CASH!!
Check Hold Authorization (signed by buyer)
Affiliated Business Arrangement Disclosure Statement (signed by buyer)

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

By the date specified in item 16A of the MHPA 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 16B1:

- MHTDS - Mobile Home Transfer 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
SCO/BCO/SMCO or ADM - any Counter Offer(s) and/or Addendum(s)
AD-2 - Agency Disclosure (must be signed by seller)
PRBS - signed and dated by buyer, seller and both agents

Obtain the following from the escrow company:

- Receipt for Deposit
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: Date Closed: _____, Sales Price: _____, Commission %: _____, Check: \$_____, Hold: (Run Missing Items Report) []Y []N Agent missing any items?, 10% hold: \$_____, Deductions: (Run Sign & LB Report) []Y []N Missing/Damaged Sign/LB?, \$_____ Replace Sign/Lockbox

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