

TRANSACTION DOCUMENTS STATUS CHECKLIST

Rev 011124

Prop Address: CA

Ratified: _____ COE: _____ Occupy: _____

Seller Info: _____

Listing agent: _____

Buyer Info: _____

LA TC info: _____

Title Officer info: _____

Buyer agent: _____

Title Officer Email: _____

BA TC info: _____

- Input MLS Command Listing File Sign up Sign down MLS Sold Command Listing File add Buyer Command Buyer File
 MLS Pending Command Buyer File Commission Request Open Escrow Commission Demand to Escrow Contract to Lender/Title

Listing Documents:	Command			
AD - Agency with Seller	<input type="checkbox"/> (Seller & Listing Agent)	(LA)	(S)	<input type="checkbox"/>
PRBS-Dual Agency / SA	<input type="checkbox"/> <input type="checkbox"/>	(LA)	(S)	<input type="checkbox"/>
BHIA / FHDA / WFA / CCPA	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	(LA)	(S)	<input type="checkbox"/>
RLA - Res Listing Agrmt	<input type="checkbox"/>	(LA)	(S)	<input type="checkbox"/>
SELM Seller Excl MLS	<input type="checkbox"/>	(Broker)	(S)	<input type="checkbox"/>
MT-Modification of Terms #	<input type="checkbox"/>	(LA)	(S)	<input type="checkbox"/>
MLS Active Tax	<input type="checkbox"/> <input type="checkbox"/>	(LA)	(S)	<input type="checkbox"/>
AS-Seller Affidavit - Each	<input type="checkbox"/>	(LA)	(S)	<input type="checkbox"/>
AAA-Add'l Agent Acknlmt	<input type="checkbox"/>	(LA)	(S)	<input type="checkbox"/>
Trust / REO / Prob Advisory	<input type="checkbox"/>	(LA)	(S)	<input type="checkbox"/>
ESP-Est Seller Proceeds	<input type="checkbox"/>	(LA)	(S)	<input type="checkbox"/>
RCSD Documentation	<input type="checkbox"/>	(LA)	(S)	<input type="checkbox"/>
Home Warranty Availability	<input type="checkbox"/>	(S)		<input type="checkbox"/>
SXA -1031 Exchange-Slr	<input type="checkbox"/>	(S)		<input type="checkbox"/>
DIA - Disclosure Info Adv	<input type="checkbox"/>	(S)		<input type="checkbox"/>
SSIA-SS Info Advisory	<input type="checkbox"/>	(LA)	(S)	<input type="checkbox"/>
Other [ARC, Payoff, Other]	<input type="checkbox"/>	(LA)	(S)	<input type="checkbox"/>
Other	<input type="checkbox"/>	(S)		<input type="checkbox"/>
Other	<input type="checkbox"/>	(S)		<input type="checkbox"/>

Contract Documents:	Command			
RPA - Res Purchase Agrmt	<input type="checkbox"/>	(S)(B)		<input type="checkbox"/>
SMCO# Slr Multiple Counter	<input type="checkbox"/>	(S)(B)		<input type="checkbox"/>
SCO# Seller Counter	<input type="checkbox"/>	(S)(B)		<input type="checkbox"/>
BCO# Buyer Counter	<input type="checkbox"/>	(S)(B)		<input type="checkbox"/>
BIA / FHDA / WFA / CCPA	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	(S)(B)		<input type="checkbox"/>
Pre-Approval / VOF / FAAA	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> FAAA	(S)(B)		<input type="checkbox"/>
Dep Escrow Rcpt / EHA p16	<input type="checkbox"/> <input type="checkbox"/>			<input type="checkbox"/>
ETA Extension of Time Adm	<input type="checkbox"/>			<input type="checkbox"/>
EscrRcpt Inc Dep / DID	<input type="checkbox"/> <input type="checkbox"/> DID	(S)(B)		<input type="checkbox"/>
City PAA - Sewer Lateral +	<input type="checkbox"/>	(S)(B)		<input type="checkbox"/>
ADM-Addendum #	<input type="checkbox"/>	<input type="checkbox"/> ETA	(S)(B)	<input type="checkbox"/>
ADM-Addendum #	<input type="checkbox"/>	(S)(B)		<input type="checkbox"/>
RR RRRR	<input type="checkbox"/> RR (B)(S)(B)	<input type="checkbox"/> RRRR (S)(B)(S)		<input type="checkbox"/>
CR-Contingency Removal #	<input type="checkbox"/>	(B)		<input type="checkbox"/>
CR-Cnty Removal - ALL #	<input type="checkbox"/>	(B)		<input type="checkbox"/>
Trust / REO / Prob Advisory	<input type="checkbox"/>	(S)(B)		<input type="checkbox"/>
BRBC / ABCD / BTA	<input type="checkbox"/> Excl Box 4.B (2)	<input type="checkbox"/> <input type="checkbox"/>	(S)(B)	<input type="checkbox"/>
SSA SSIA - Short Sale	<input type="checkbox"/> <input type="checkbox"/>	(S)(B)		<input type="checkbox"/>
RCSD Documentation	<input type="checkbox"/>	(S)(B)		<input type="checkbox"/>
COP- Buyer SPRP - Seller	<input type="checkbox"/>	(S)(B)		<input type="checkbox"/>
SIP - 29 days or less	<input type="checkbox"/>	(S)(B)		<input type="checkbox"/>
RLAS - 30 Days or more	<input type="checkbox"/> (BBB / TFHD / RCJC)	(S)(B)		<input type="checkbox"/>
FSBO (SNA/CA/ FSBO Ltr	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	(S)(B)		<input type="checkbox"/>
EBC / CBC	<input type="checkbox"/> EBC (B)	<input type="checkbox"/> CBC (Broker) (LA)(BA)		<input type="checkbox"/>
AOAA - Add'l Buyer signs	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Sent to Escrow	(S)(B)	<input type="checkbox"/>
AC / DEDA	<input type="checkbox"/>	(LA)(BA)(S)(B)		<input type="checkbox"/>
MH-PA / PA-PA / TOPA	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	(B)		<input type="checkbox"/>
BHIA	<input type="checkbox"/>	(B)		<input type="checkbox"/>
Other	<input type="checkbox"/>	(S)(B)		<input type="checkbox"/>

Disclosures:	Command			
AD - Agency with Buyer	<input type="checkbox"/> (Buyer & Buyer's Agent)	(BA)(S)(B)		<input type="checkbox"/>
PRBS -Discl More 1 B/S	<input type="checkbox"/>	(LA)(BA)(S)(B)		<input type="checkbox"/>
MCA / NCOA / BHIA	<input type="checkbox"/> MCA <input type="checkbox"/> NCOA <input type="checkbox"/> BHIA	(S)(B)		<input type="checkbox"/>
SBSA - Stwde Byr Slr Adv	<input type="checkbox"/>	(LA)(BA)(S)(B)		<input type="checkbox"/>
TDS - Trans Discl Stmt	<input type="checkbox"/>	(LA)(BA)(S)(B)		<input type="checkbox"/>
Attachment to TDS/SPQ	<input type="checkbox"/>	(S)(B)		<input type="checkbox"/>
LA AVID (Seller's Agent)	<input type="checkbox"/>	(LA)(BA)(S)(B)		<input type="checkbox"/>
BA AVID (Buyer's Agent)	<input type="checkbox"/>	(LA)(BA)(S)(B)		<input type="checkbox"/>
SPQ Slr Prop Quest ESD	<input type="checkbox"/>	(S)(B)		<input type="checkbox"/>
LPD-Lead-Based Paint <1978	<input type="checkbox"/>	(LA)(BA)(S)(B)		<input type="checkbox"/>
WHSD-Wtr Htr/Smoke Dctr	<input type="checkbox"/> (unless in County DDA)	(S)(B)		<input type="checkbox"/>
WCMD Wtr Cons / CO Detcr	<input type="checkbox"/> (unless in County DDA)	(S)(B)		<input type="checkbox"/>
SFLS / Other (SXA or BXA)	<input type="checkbox"/> <input type="checkbox"/>	(S)(B)		<input type="checkbox"/>
County DDA / City Disclosure	<input type="checkbox"/> DDA <input type="checkbox"/> City Disclosure	(S)(B)		<input type="checkbox"/>
SOLAR (Info & Questionnaire)	<input type="checkbox"/>	(S)(B)		<input type="checkbox"/>
PSD - Parking Storage Discl	<input type="checkbox"/>	(LA)(BA)(S)(B)		<input type="checkbox"/>
NHD Rpt/Tax/Enviro NHDS	<input type="checkbox"/> <input type="checkbox"/>	(S)(B)		<input type="checkbox"/>
Consumer Bklt Links Rcpt	<input type="checkbox"/>	(S)(B)		<input type="checkbox"/>
Risk Assessment Rpt <1960	<input type="checkbox"/>	(S)(B)		<input type="checkbox"/>
AS-Seller Affidavit para 3 box	<input type="checkbox"/> <input type="checkbox"/> (Sent to Escrow) <input type="checkbox"/> QS from Title	(S)(B)		<input type="checkbox"/>
MLS Printout Pend / Sold	<input type="checkbox"/> <input type="checkbox"/> (Signed by Buyer)	(S)(B)		<input type="checkbox"/>
Fireplace Disclosure	<input type="checkbox"/> (unless in County DDA)	(S)(B)		<input type="checkbox"/>
SS Lender Consent DSCC	<input type="checkbox"/>	(S)(B)		<input type="checkbox"/>
FVAC for FHA or VA Loan	<input type="checkbox"/>	(S)(B)		<input type="checkbox"/>
FHDS Fire Hard/Def Space	<input type="checkbox"/> (only if high fire zone) <input type="checkbox"/> para 3A box	(S)(B)		<input type="checkbox"/>
WFDA Wildlife Disaster Adv	<input type="checkbox"/>	(B)		<input type="checkbox"/>
Pre-Approval Letter / VOF	<input type="checkbox"/> <input type="checkbox"/>			<input type="checkbox"/>

Prior/Current Inspections/Reports / Buyer Elections	Command			
BHAA - Byr HOA Advisory	<input type="checkbox"/>	(B)		<input type="checkbox"/>
HOA Docs / Minutes	<input type="checkbox"/> (Buyer on cover pages)	(B)		<input type="checkbox"/>
Preliminary Title	<input type="checkbox"/> (Buyer/Seller on cover page)	(S)(B)		<input type="checkbox"/>
Pest Inspection	<input type="checkbox"/> (Buyer/Seller on cover page)	(S)(B)		<input type="checkbox"/>
Pest Certification	<input type="checkbox"/> (Buyer/Seller on cover page)	(S)(B)		<input type="checkbox"/>
Property Inspection	<input type="checkbox"/> (Buyer/Seller on cover page)	(S)(B)		<input type="checkbox"/>
Roof Inspection	<input type="checkbox"/> (Buyer/Seller on cover page)	(S)(B)		<input type="checkbox"/>
Chimney Inspect	<input type="checkbox"/> (Buyer/Seller on cover page)	(S)(B)		<input type="checkbox"/>
Pool / Spa Inspect	<input type="checkbox"/> (Buyer/Seller on cover page)	(S)(B)		<input type="checkbox"/>
Soils / Drainage Insp	<input type="checkbox"/> (Buyer/Seller on cover page)	(S)(B)		<input type="checkbox"/>
Sewer Lateral Inspection	<input type="checkbox"/> (Buyer/Seller on cover page)	(S)(B)		<input type="checkbox"/>
Other Inspection	<input type="checkbox"/> (Buyer/Seller on cover page)	(S)(B)		<input type="checkbox"/>
ROD-Receipt of Docs-Typed	<input type="checkbox"/> <input type="checkbox"/> Disclosures.io	(S)(B)		<input type="checkbox"/>
RFR-Receipt for Reports	<input type="checkbox"/>	(S)(B)		<input type="checkbox"/>
BIE-Buyer Investigation Elects	<input type="checkbox"/> (KW Buyer - internal use only)	(B)		<input type="checkbox"/>
BIW-Buyer Inspection Waiver	<input type="checkbox"/> (KW Buyer - internal use para 4 init)	(B)		<input type="checkbox"/>
City Report / Building Permits	<input type="checkbox"/> (Buyer on cover pages)	(B)		<input type="checkbox"/>
Home Warranty / Who \$	<input type="checkbox"/> (Confirmation Page)	(S)(B)		<input type="checkbox"/>
VP-VerifyProp Condition	<input type="checkbox"/> (Best to have Byr & Slr sign)	(S)(B)		<input type="checkbox"/>
Prior Reports / Disclosures	<input type="checkbox"/> (Buyer on cover pages)	(B)		<input type="checkbox"/>
Clsg Docs Stmt Cks Com Log	<input type="checkbox"/> <input type="checkbox"/> (Upload to Command file)			<input type="checkbox"/>

Important Dates Initial Deposit Date: _____ Appraisal Contingency Date: _____ Inspect Contingency Date: _____
 Increased Deposit Date: _____ Loan Contingency Date: _____ ALL Contingencies Date: _____