

## DOCUMENTS REQUIRED FOR LISTING AND BUYER PURCHASE

03/11/24

### **Listing SFR:** *Residential Checklist (Listed Event) or SF Checklist*

- AD – Agency Disclosure – Seller & Seller’s Agent. (More than 1 agent - need AAA or ABA)
- FHDA – Fair Housing & Discrimination advisory
- PRBS – Possible Representation of more than one Buyer/Seller
- RLA – Residential Listing agreement [Seller to initial paragraph 3.A and 3.D.]
- SA – Seller Advisory
- WFA – Wire Fraud Advisory
- CCPA – California Consumer Privacy Act
- SFLS – Square Foot / Lot Size Disclosure & Advisory
- DIA – Disclosure Information Advisory [Required to be placed in UNDER CONTRACT Event]
- SELM – Seller instruction to exclude listing from MLS (need Team Leader or Compliance Manager)
- FOM – Future on Market (Metro List] (used if delay in listing date & going live on MLS)
- AS – Seller Affidavit (Each Seller to check box 3.A or B. only.)
- NHD Report – Natural Hazards Disclosure – Seller needs to order
- HOA – If Property has a Homeowners Association – Seller to order HOA documents (includes HOA Demand) and the most recent 12 months of Minutes (if applicable)

### **Listing Vacant Land – Additional Documents needed:** *Vacant Land Checklist (Listed Event)*

- VLL – Vacant Land Listing (instead of RLA)
- SVLA – Seller Vacant Land Advisory (instead of SA)

### **Purchase SFR:** *Residential Checklist (Under Contract Event) or SF Checklist*

- BRBC – Buyer Representation and Broker Compensation Agreement (required)
- ABCD – Anticipated Broker Compensation Disclosure (or MLS with compensation stated – Buyer signs)
- AD - Agency Disclosure – Buyer & Buyer’s Agent. (More than 1 agent - need AAA or ABA)
- FHDA - Fair Housing & Discrimination Advisory
- PRBS - Possible Representation of more than one Buyer/Seller
- WFA - Wire Fraud Advisory
- RPA - Residential Purchase Agreement
- BIA - Buyer Inspection Advisory
- FAAB – Fair Appraisal Act Advisory
- CCPA - California Consumer Privacy Act
- BTA – Buyer Transactional Advisory
- BHIA – Buyer’s Homeowners Insurance Advisory
- MCA – Market conditions advisory
- SBSA - Statewide Buyer and Seller Advisory
- TDS – Transfer Disclosure Statement (MHTDS for Manufactured or Mobile Home)
- SPQ – Seller Property Questionnaire (SF Supplemental for San Francisco Properties)
- ESD – Exempt Seller Disclosure – If Seller is EXEMPT (ESD replaces TDS and SPQ)
- AVID – Agents Visual Inspection Disclosure – Each Property (Each unit for multiple units)
- WHSD – Water Heater Smoke Detector
- WCMD – Water Conserving Fixture
- Consumer Booklets Receipt
- NHD Report (check RPA 3.Q. (1) – Be sure report includes tax & environmental disclosures
- NHDS – NHD Summary Statement & signature page (Seller, Buyer & Listing Agent)
- AS – Seller Affidavit OR Qualified substitute provided by Title (each Seller to do separate AS)

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- County DDA – if applicable within that county
- City Disclosures (PAA – Purchase Agreement Addendum and/or other city disclosures)
- CR-B – Contingency removals – Final CR-B removing all contingencies
- VP – Final walk through – Required to be signed by at least the Buyer
- SFLS – Square Foot / Lot Size Disclosure & Advisory
- LPD – Lead-Based Paint – If Property was built prior to 1978
- Residential EQ Risk Disclosure Statement – If Property was built prior to 1960
- PSD – Parking/Storage – used only if applicable (condo, townhome)
- KW KITEC Disclosure – if applicable (primarily El Dorado County)
- WFDA – Wildfire Disaster Advisory – Required for all Buyers (important information for Buyer)
- If Property has Homeowner Association, please provide:
  - BHAA – Buyer Homeowner Association Advisory
  - HOA – All HOA documents with most recent 12 months of minutes and HOA Demand
  - Cover pages of each HOA section as well as each month's Minutes signed by the Buyer

### Purchase PROBATE Sale – Additional Documents needed:

- PA-PA – Probate Purchase Agreement Addendum
- PA– Probate Advisory
- Court approval documentation
- ESD – Exempt Seller disclosure (In lieu of TDS and SPQ)

### Purchase SHORT Sale – Additional Documents needed:

- SSIA – Short Sale Information Advisory
- SSA – Short Sale Addendum
- DSSC – Delivery of or Failure to Deliver Short Sale Lender Written Consent
- Short Sale Lender Consent Letter(s) – Signed by Buyer(s)

### Purchase Manufactured or Mobile Home Sale – Additional Documents needed:

- MH-PA – Manufactured or Mobile Purchase Addendum
- MHTDS – Manufactured or Mobile Home Transfer Disclosure Statement

### Purchase FSBO [For Sale by Owner] Sale – Additional Documents needed:

- SNA Seller Non-Agency Agreement
- CA Commission Agreement
- KW FSBO Letter – Confirms that Buyer's Agent will ask for Statutory Disclosures (without BA advice)

### Purchase Vacant Land Additional Documents needed: *Residential Checklist or SF Checklist*

- VLPA – Vacant land purchase agreement
- BVLIA – Buyer vacant land Information advisory
- VLQ – Vacant Land Questionnaire
- TA – Trust Advisory (if applicable)
- RCSD-S or RCSD-B – Representative Capacity Signature Disclosure Buyer/Seller (if applicable)

### Other items required on all files:

- EMD – Earnest Money Deposit
- EHA – Escrow Holder Acknowledgement (last page of Purchase Agreement)

## DOCUMENTS REQUIRED FOR LISTING AND BUYER PURCHASE

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- Preliminary Title Report
- Pre-Approval Letter
- VOF – Verification of Funds to close (downpayment & closing costs)
- RPA Confirmation of Agency page 1 (if not correct, AC – Agency Confirmation will be required)
- MLS Sheet (Agent version for file, Client version with Buyer's Broker Compensation – signed by Buyer)
- CRS Tax Report (Tax Roll/Property Information)
- Home Warranty Confirmation or Waiver – not needed if waived in RPA 3.Q. (18)
- REOL [REO Listing Advisory], PLA [Probate Listing Advisory], TA [Trust Advisory] as needed.
- RCSD – Representative Capacity Signature Disclosure (if Entity Seller/Buyer incomplete)
- FHDS – Fire Hardening and Defensible Space Advisory (if applicable)
  - Required if NHDS states Property is located in high or very high fire severity zone (State or Local)
  - FHDS paragraph 2. A. Check boxes 1-6 and 3.B box for IS or IS NOT subject to local ordinance
- Any and all inspections – Seller provided and Buyer obtained
- BIE – Buyer inspection election (Only for KW Buyer – not to be provided to Listing Agent)
- BIW – Buyer inspection waiver (Only for KW Buyer – not to be provided to Listing Agent)
- Cover pages of inspection/reports signed by Buyer (and Seller if you can)
- SIP – Seller in possession – Seller continued occupancy 29 days or LESS after COE
- RLAS – Residential Lease After sale – Seller continued occupancy 30 days or more after COE

***When you have a referral, the referral agreement along with the other brokers W-9 is required***