

Short Sale Checklist **BOLD = REQUIRED**

GRAY = Conditionally Required

DUE DATE		Sent/Received	F/E	Uploaded?
	Zipform Cover Sheet			
	AC: Agency Confirmation			
	RPA - CA: Residential Purchase Agreement			
	FHDA: Fair Housing & Discrimination Advisory			
	AD: Agency Disclosure between Buyer's Agent & Buyer			
	PRBS: Possible Representation of More than One Buyer or Seller			
	BIA: Buyers Inspection Advisory			
	WFA: Wire Fraud Advisory			
	BHAA: Buyer's HOA Advisory			
	KW Addendum			
	KW Affiliated Business Disclosure			
	SSA: Short Sale Addendum			
	SSIA: Short Sale Information Advisory			
	CCPA: California Consumer Privacy Act Advisory (must be signed by buyer)			
	CO: Counter Offer(s)			
	MCA: Market Conditions Advisory			
	WFDA: Wildfire Disaster Advisory			
	FHDS: Fire Hardening & Defensible Space Advrsy/Discl/Adm			
	WCMD: Water Conserving Plumbing Fixtures & CMD			
	SBSA: Statewide Buyer & Seller Advisory			
	SPQ: Seller Property Questionnaire			
	TDS: Transfer Disclosure Statement (or MHTDS or ESD)			
	AVID: Agent Visual Inspection - LA			
	AVID: Agent Visual Inspection - SA			
	Preliminary Title Report			
	NHD Report			
	NHD Report Receipt Report from Buyer & Seller			
	Physical Inspection Report or BIW (Buyer Inspection Waver)			
	Escrow Instructions - Broker Copy			
	Commission Instructions			
	Escrow Receipt of Deposit			
	Escrow Acknowledgement - Page 16 of RPA			
	Escrow Amendment(s)			
	Contingency Removal			
	RR: Request for Repair			
	RRRR: Seller Response to Buyer Request for Repairs			
	CoOp Broker Addendums/Disclosures			
	Home Warranty Confirmation Order			
	VP: Verification of Property Condition if executed by Buyer			
	SPRP: Seller Purchase of Replacement Property			
	COP: Contingency of Purchase			
	TA: Trust Advisory			
	RCSD - S: Representative Capacity Sig. Disclosure			
	RCSD - B: Representative Capacity Sig. Disclosure			
	WHSD: Water Heater Smoke Detector required if no TDS			
	LPD: Lead Based Paint if built prior to 1978			
	Earthquake Booklet - Buyer Receipt if built prior to 1960			
	Earthquake Hazard Report if built prior to 1960			
	Termite Report			
	Termite Clearance			
	City Report (Port Hueneme, Ventura, Oxnard, Thousand Oaks)			
	LA City Certificate of Compliance if applicable based on location			
	LA City 9A Report or Escrow Amendment to Close Without			
	AEA: Amendment to an Existing Agreement if any changes to contracts			
	ADM: Addendum(s)			
	ETA: Extension of Time			
	CC: Cancellation of Contract and Escrow Cancellation			

F/E = Fully Executed