

Sale/Purchase Checklist

Revised 08/7/2023

BLACK = Required GRAY = Required if applicable BROWN = Optional but recommended

	Sent/Received	Uploaded?
ZipForms Cover Sheet (4 pgs)		
MLS Agent Detail Sheet (1 pg)		
Title Property Profile Sheet (1 pg)		
SCO, SMC0, BCO: Counter Offers		
RPA - CA: Residential Purchase Agreement (16 pgs)		
AD: Agency Disclosure btw Buyer's Agent & Buyer (incl in RPA; 2 pgs)		
AC: Confirmation of RE Agency Relationships		
BIA: Buyers Inspection Advisory (incl in RPA; 2 pgs)		
CCPA: CA Consumer Privacy Act Advisory (incl in RPA; 1 pg)		
FAAA: Fair Appraisal Act Addendum (incl in RPA; 1 pg)		
FHDA: Fair Housing & Discrimination Advisory (incl in RPA; 2 pgs)		
PRBS: Possible Rep of more than one Buyer/Seller (incl in RPA; 1 pg)		
WFA: Wire Fraud Advisory (incl in RPA; 1 pg)		
BHAA: Buyer's HOA Advisory (2 pgs)		
KW Addendum (4 pgs)		
KW Affiliated Business Disclosure (1 pg)		
CoOp Broker Addenda/Disclosures		
MCA: Market Conditions Advisory (2 pgs)		
TOPA: Tenant Occupied Property Adm (2 pgs)		
WFDA: Wildfire Disaster Advisory (2 pgs)		
HID: For Your Protection Get a Home Inspection (1 pg) Req'd if Buyer		
BIE - Buyer's Investigation Elections (1 pg) Req'd if Buyer		
CR-B: Contingency Removal(s) All Uploaded Into Same Placeholder		
CR-S: Contingency Removal(s) All Uploaded Into Same Placeholder		
Home Warranty Order Confirmation (1 pg)		
VP: Verification of Property Condition (1 pg) NOT blank		
AEA: Amendment to an Existing Agreement (if changes to anything)		
ETA: Extension of Time		
CC: Cancellation of Contract & Escrow Cancellation/Release of EMD		
AVID: Agent Visual Inspection - LA (3 pages)		
AVID: Agent Visual Inspection - SA (3 pages)		
FHDS: Fire Hardening & Defensible Space Advsry/Disc/Adm		
SBSA: Statewide Buyer & Seller Advisory		
SOLAR: Solar Advisory & Questionnaire		
SPQ: Seller Property Questionnaire		
TDS: Transfer Disclosure Statement (or MHTDS or ESD)		
WCMD: Water Conserving Plumbing Fixtures & CMD		
WHSD: Water Heater & Smoke Detector (required if no TDS)		
Preliminary Title Report		
NHD Report		
NHD Report Receipt		
Earthquake Hazard Report (if built prior to 1960) (CA E-Pubs pg 5)		
Homeowner's Guide - Signature (CA E-Pubs pg 6)		
Physical Inspection Report or BIW (Buyer Inspection Waver)		
VP: Verification of Property Condition (1 pg)		
Termite Report		
Termite Clearance		
RR: Request for Repair (2 pgs)		
RRRR: Seller Response to Buyer Request for Repair (2 pgs)		
RFR: Receipt for Reports		
Escrow Instructions - Broker Copy		
Commission Instructions		
EMD: Escrow Receipt of Deposit		
Escrow Acknowledgement - Page 16 of RPA		
Escrow Final Closing/Settlement Statement		
FE Escrow Amendment(s)		
AAA: Add'l Agent Acknowledgement		
ABA: Add'l Broker Acknowledgement		
ADM: Addendum/Addenda		
AOAA: Assignment of Agreement (if adding a buyer)		
ASA: Additional Signature Addendum (if more than 2 signatories)		
COP: Contingency of Purchase		
DCE: Demand to Close Escrow		
HERS: Home Energy Rating Booklet & Receipt (highly recommended)		
LPD: Lead Based Paint (if built prior to 1978)		
NBP: Notice to Buyer to Perform		
NSP: Notice to Seller to Perform		
SIP: Seller in Posession		
SPRP: Seller Purchase of Replacement Property		
TA: Trust Advisory		
RCSD-S		
RCSD-B		
WOO: Withdrawal of Offer		
City Report (Port Hueneme, Ventura, Oxnard, Thousand Oaks)		
LA City 9-A Report OR Escrow Amend to Close Without		
LA City Certificate of Compliance (if applicable based on location)		