

Sale/Purchase Checklist

Revised 12/29/2020

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)		
CO: Counter Offer(s)		
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		
BHIA: Buyer Homeowner's Insurance Advisory (Incl in RPA; 1 pg)		
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)		
BIE - Buyer's Investigation Elections (1 pg) Req'd if Buyer		
CR: Contingency Removal(s)		
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 Advrsy/Discl/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)			
HID: For Your Protection Get a Home Inspection (Req'd for FHA/ VA)			
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			
EMD: Escrow Receipt of Deposit			
Commission Instructions			
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 Possession			
SPRP: Seller Purchase of Replacement Property			
TA: Trust Advisory			
RCSD-S			
RCSD-B			
WOO: Withdrawl of Offer			
LA City 9-A Report OR Escrow Amend to Close Without			
LA City Certificate of Compliance (if applicable based on location)			