

Sale/Purchase Checklist

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

	Sent/Received	Uploaded?
ZipForms Cover Sheet (4 pgs)		
Title Property Profile Sheet (1 pg)		
MLS Agent Detail Sheet (1 pg)		
CO: Counter Offer(s)		
RPA - CA: Residential Purchase Agreement (16 pgs)		
BCA: Broker Compensation Advisory		
AD: Agency Disclosure btw Buyer's Agent & Buyer (incl in RPA; 2 pgs)		
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		
AVID: Agent Visual Inspection - LA (3 pages)		
AVID: Agent Visual Inspection - SA (3 pages)		
FHDS: Fire Hardening & Defensible Space Advsry/Discl/Adm		
SBSA: Statewide Buyer & Seller Advisory		
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			
	EMD: Escrow Receipt of Deposit			
	Commission Instructions			
	Escrow Acknowledgement - Page 16 of RPA			
	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			
	LPD: Lead Based Paint (if built prior to 1978)			
	SIP: Seller In Possession			
	SPRP: Seller Purchase of Replacement Property			
	TA: Trust Advisory			
	RCSD-S			
	RCSD-B			
	LA City 9-A Report OR Escrow Amend to Close Without			
	LA City Certificate of Compliance (if applicable based on location)			