

Sale/Purchase Checklist

BLACK = Required GRAY = Required if applicable

	Sent/Received	Uploaded?
ZipForms Cover Sheet		
Title Property Profile Sheet (1 pg)		
MLS Agent Detail Sheet (1 pg)		
BRBC or PSRA: Buyer Representation Broker Compensation		
BIPP: Buyer Identification of Preferences (if included via BRBC)		
BFPA: Buyer Financial & Personal Info (if included via BRBC)		
BMI-SP: Buyer Material Issues-Specific Property (if Buyer chooses to fill out)		
MT-BR: Modification of Terms to BRBC (If an existing BRBC needs to be altered in any way)		
NBIP: Notice of Broker Involved Properties (If BRBC is cancelled & agent needs to note properties shown)		
COBR: Cancellation of BRBC (If an existing BRBC needs to be cancelled)		
AD: Agency Disclosure btw Buyer's Agent & Buyer (incl in RPA)		
CO: Counter Offer(s)		
RPA: Residential Purchase Agreement (or MH-PA, PA-PA)		
SPBB: Seller's Payment to Buyer's Broker		
BCA: Broker Compensation Advisory		
NCOA: Non-Contingent Offer Advisory (Req'd if any buyer contingencies are removed in offer)		
AC: Confirmation of RE Agency Relationships		
BHIA: Buyer Homeowner's Insurance Advisory (Incl in RPA)		
BIA: Buyers Inspection Advisory (incl in RPA)		
CCPA: CA Consumer Privacy Act Advisory (incl in RPA)		
FHDA: Fair Housing & Discrimination Advisory (incl in RPA)		
PRBS: Possible Rep of more than one Buyer/Seller (incl in RPA)		
WFA: Wire Fraud Advisory (incl in RPA)		
BHAA: Buyer's HOA Advisory (Req'd in the event of an HOA)		
KW Addendum		
KW Affiliated Business Disclosure		
CoOp Broker Addenda/Disclosures		
MCA: Market Conditions Advisory		
TOPA: Tenant Occupied Property Adm		
WFDA: Wildfire Disaster Advisory		
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		
FHDS: Fire Hardening & Defensible Space Advsry/Disc/Adm		
Defensible Space Compliance Report (order Inspection here: https://vcfd.org/ab38/)		
NHD Report Receipt		
Physical Inspection Report or BIW: Buyer Inspection Waiver		
Escrow Instructions - Broker Copy		
EMD: Escrow Receipt of Deposit		
Commission Instructions		
Escrow Acknowledgement - Page 17 of RPA		
FE Escrow Amendment(s)		
RR: Request for Repair		
RRRR: Seller Response to Buyer Request for Repair		

CR: Contingency Removal(s)			
Home Warranty Order Confirmation			
VP: Verification of Property Condition (NOT blank)			
BIE - Buyer's Investigation Elections (highly recommended)			
FVAC: FHA/CA Amendatory Clause (Req'd if FHA or VA Loan)			
SPRP: Seller Purchase of Replacement Property			
SXA/BXA: Seller/Buyer Intent to Exchange (If seller/buyer is doing a 1031 Exchange)			
COP: Contingency of Purchase			
TA: Trust Advisory			
RCSD-S			
RCSD-B			
AAA: Additional Agent Acknowledgement			
WHSD: Water Heater & Smoke Detector (required if no TDS)			
LPD: Lead Based Paint (Req'd if built prior to 1978)			
Earthquake Hazard Report (Req'd if built prior to 1960) (CA E-Pubs pg 5)			
Homeowner's Guide - Signature (CA E-Pubs pg 6)			
Termite Report (if provided by Buyer or Seller)			
Termite Clearance			
LA City 9-A Report OR Escrow Amend to Close Without (if Prelim states property is in City of LA)			
LA City Certificate of Compliance (if Prelim states property is in City of LA)			
AEA: Amendment to an Existing Agreement (if changes to anything)			
ETA: Extension of Time			
SIP: Seller In Possession			
RFR: Receipt for Reports			
SOLAR: Solar Advisory & Questionnaire			
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)			