

Command Purchase/Under Contract Checklist

BLACK = Required GRAY = Required if applicable

		Sent/Received	Uploaded?
ZipForms Cover Sheet			
Title Property Profile Sheet (1 pg)			
MLS Agent Detail Sheet			
BRBC or PSRA: Buyer Representation Broker Compensation			
ADM-GEN: Addendum Generic (NEW form)			
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)			
BCOs/SCOs/SMCOs: All Counter Offer(s)			
RPA: Residential Purchase Agreement (or MH-PA, PA-PA)			
FRR-PA: Federal Reporting Requirement Purchase Addendum			
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 if in 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)			
APD: Amendment to Prior Disclosure (NEW form)			
AVID: Agent Visual Inspection - LA			
AVID: Agent Visual Inspection - SA			
Preliminary Title Report			
NHD Report			
FHDS: Fire Hardening & Defensible Space Advsry/Discl/Adm (Req'd if in High Fire zone)			
Defensible Space Compliance Report (order Inspection here: https://vcfd.org/ab38/)			
KW FORM - Ventura County "Defensible Space" Ordinance Disclosure (Req'd if in High Fire Zone)			
KW FORM - Agreement relating to the Ventura County Defensible Space Inspection (Req'd if applicable)			
NHD Report Receipt			
Physical Inspection Report or BIW: Buyer Inspection Waver			
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 (If Seller is in name of Trust)		
RCSD-S (If Seller is in name of Trust)		
RCSD-B (If Buyer is in name of Trust)		
AAA: Additional Agent Acknowledgement		
WHSD: Water Heater & Smoke Detector (required if no TDS)		
LPD: Lead Based Paint (Req'd if built 1978 or earlier)		
Earthquake Hazard Report (Req'd if built 1960 or earlier) (CA E-Pubs pg 5)		
KW Receipt for Links to Booklets OR Homeowner's Guide Signature Page (CA E-Pubs pg 6)		
Termite Report (if provided by Buyer or Seller)		
Termite Clearance		
LA City 9-A Report (if Prelim states property is in City of LA)		
LA City Cert of Compliance OR Escrow Amend to Close Without (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 Addendum		
SIPA: Seller In Possession Advisory (Req'd if SIP is used)		
RFR: Receipt for Reports		
SOLAR: Solar Advisory & Questionnaire		
SWPI: Septic Disclosure		
WBSA: Wooden Balconies & Stairs Addendum		
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)		