

Command Listing Checklist

BLACK = Required GRAY = Required if applicable

	Sent/Received	Uploaded
ZipForms Cover Sheet		
Title Property Profile Sheet (1 pg)		
AD: Agency Disclosure btw Seller & Listing Agent (incl in RLA)		
RLA: Residential Listing Agreement (or PL, MHL, TLA, VLL, CLA)		
ADM-GEN: Addendum Generic (NEW form)		
MHLA: Manufactured Home Listing Addendum		
PLA: Probate Listing Addendum		
PA: Probate Advisory		
MLSA: Multiple Listing Service Addendum (incl in RLA)		
SA: Seller's Advisory (incl in RLA)		
PRBS-S: Possible Rep of more than one Seller (incl in RLA)		
BCA: Broker Compensation Advisory (incl in RLA)		
CCPA: California Consumer Privacy Act Advisory (incl in RLA)		
DIA: Disclosure Information Advisory		
PIA: Property Images Agreement		
MLS Agent Detail Sheet		
TA: Trust Advisory (if Title is held in Trust)		
RCSD-S: Representative Capacity Signature Disclosure (If seller is Entity/Trust)		
RAD: Realtor Ack Disc (if Agent is selling/buying own home, have an interest in it, etc OR giving referral fee)		
AAA: Additional Agent Addendum (If more than one Listing Agent)		
MT-LA: Modification of Terms - Listing Agreement (upon changes to the original Listing Agrmt)		
COL: Cancellation of Listing		

*** Please incorporate the KW Addendum and the KW Affiliated Business Disclosure into the RLA for Seller signatures at the time of Listing