

Command Purchase/Under Contract Checklist

BLACK = Required GRAY = Required if applicable

	Sent/Received	Uploaded?
ZipForms Cover Sheet		
Title Property Profile Sheet		
MLS Agent Detail Sheet		
BRBC or PSRA: Buyer Representation Broker Compensation		
PRBS-B: Possible Rep of more than one Buyer (incl in BRBC)		
ADM-GEN: Addendum Generic (NEW form)		
MT-BR: Modification of Terms to BRBC (If an existing BRBC needs to be altered in any way)		
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)		
RAD: Realtor Ack Disc (if Agent is selling/buying own home, have an interest in it, etc OR giving referral fee)		
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)		
WFA: Wire Fraud Advisory (incl in RPA)		
BHAA: Buyer's HOA Advisory (Req'd if in HOA)		
KW Addendum		
KW Affiliated Business Disclosure (updated Feb 2026)		
CoOp Broker Addenda/Disclosures		
MCA: Market Conditions Advisory		
TOPA: Tenant Occupied Property Adm		
RCJC-TOPA: Rent Cap - Tenant Occupied Property Addendum (Req'd if Topa is used)		
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		
Compensation 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/Entity/LLC/etc)			
	RCSD-B (If Buyer is in name of Trust/Entity/LLC/etc)			
	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 (Req'd if Seller is to remain in possession after COE)			
	SIPA: Seller In Possession Advisory (Req'd if SIP is used)			
	RFR: Receipt for Reports			
	SOLAR: Solar Advisory & Questionnaire			
	SWPI-C: Septic, Well, Propane & Boundaries (If septic, well, propane tank, etc on property)			
	SWPI-Q: Septic, Well, Propane Tank Questionnaire (If septic, well, propane tank, etc on property)			
	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)			