

# Vacant Land Sale/Purchase Checklist

BLACK = Required GRAY = Required if applicable

|                                                                  | Sent/Received | Uploaded? |
|------------------------------------------------------------------|---------------|-----------|
| ZipForms Cover Sheet                                             |               |           |
| Title Property Profile Sheet                                     |               |           |
| MLS Agent Detail Sheet                                           |               |           |
| CO: Counter Offer(s)                                             |               |           |
| BRBC (if representing Buyer)                                     |               |           |
| PRBS-B: Possible Rep of more than one Buyer                      |               |           |
| VLPA: Vacant Land Purchase Agreement                             |               |           |
| FRR-PA: Federal Reporting Requirement Purchase Addendum          |               |           |
| BCA: Broker Compensation Advisory                                |               |           |
| AD: Agency Disclosure btw Buyer's Agent & Buyer                  |               |           |
| BVLIA: Buyer's Vacant Land Additional Inspection Advisory        |               |           |
| CCPA: CA Consumer Privacy Act Advisory                           |               |           |
| FHDA: Fair Housing & Discrimination Advisory                     |               |           |
| PRBS: Possible Rep of more than one Buyer/Seller                 |               |           |
| WFA: Wire Fraud Advisory                                         |               |           |
| NCOA: Non-Contingent Offer Advisory                              |               |           |
| KW Addendum                                                      |               |           |
| KW Affiliated Business Disclosure                                |               |           |
| CoOp Broker Addenda/Disclosures                                  |               |           |
| MCA: Market Conditions Advisory                                  |               |           |
| WFDA: Wildfire Disaster Advisory                                 |               |           |
| CR: Contingency Removal(s)                                       |               |           |
| AEA: Amendment to an Existing Agreement (if changes to anything) |               |           |
| ETA: Extension of Time                                           |               |           |
| SBSA: Statewide Buyer & Seller Advisory                          |               |           |
| VLQ: Seller Vacant Land Questionnaire                            |               |           |
| Preliminary Title Report                                         |               |           |
| NHD Report                                                       |               |           |
| NHD Report Receipt                                               |               |           |
| VP: Verification of Property Condition                           |               |           |
| Escrow Instructions - Broker Copy                                |               |           |
| EMD: Escrow Receipt of Deposit                                   |               |           |
| Compensation Instructions                                        |               |           |
| Escrow Acknowledgement - Page 17 of VLPA                         |               |           |
| 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                                     |               |           |
| TA: Trust Advisory                                               |               |           |
| RCSD-S                                                           |               |           |
| RCSD-B                                                           |               |           |