Command Purchase/Under Contract Checklist

Items highlighted in Green are part of the BRBC Packet
Items highlighted in Purple are part of the RPA Packet

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 Agreement			
	PRBS-B: Possible Rep of more than one Buyer (incl in BRBC)			
	BCA: Broker Compensation Advisory (Incl in BRBC)			
	CCPA: CA Consumer Privacy Act Advisory (incl in BRBC)			
	MT-BR: Modification of Terms to BRBC **(If an existing BRBC needs to be altered in any way)**			
	ADM-GEN: Addendum Generic **(Can be used for agreements bt Agent & Principle only)**			
	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)			
	FHDA: Fair Housing & Discrimination Advisory (incl in RPA)			
	BHIA: Buyer Homeowner's Insurance Advisory (Incl in RPA)			
	WFA: Wire Fraud Advisory (incl in RPA)			
	BIA: Buyers Inspection Advisory (incl in RPA)			
	RAD: Realtor Ack Disc **(if Agent is selling/buying own home, have an interest in it, etc OR giving referral fee)**			
	NCOA: Non-Contingent Offer Advisory **(Req'd if any buyer contingencies are removed in offer)**			
	AC: Confirmation of RE Agency Relationships **(Req'd if Agency section on the RPA is incomplete or incorrect)**			
	BHAA: Buyer's HOA Advisory **(Req'd if in HOA)**			
	KW Addendum			
	KW Affiliated Business Arrangement Disclosure			
	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 **(Req'd should there be any corrections to the TDS or SPQ, or others)**			
	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 AB38 **(Req'd in High Fire Zone, order this via the link provided on NHD Report)**			
	KW FORM - Ventura County "Defensible Space" Ordinance Disclosure **(Req'd if in High Fire Zone in Ventura County)**			
	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 posssession after COE)**			
	SIPA: Seller In Posession 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)**			