

Property Address _____

File Number _____

Date Opened _____

SERVICING YOUR LISTING BEFORE THE SALE

DATE COMPLETED

ACTIVITIES/DISCLOSURE

_____ Market analysis & other pre-listing activities.
List features & amenities of property. Create suggestions for property preparation & repairs.

_____ Order property profile: Is Seller Individual? Multiple Sellers? Trustee? Executor/Administrator?
If Property in Trust, obtain copy trust document; If Probate Sale, does Seller have authority to sell?
(Court Order?) If Power of Attorney, see document.

_____ Give Seller "Residential Listing Agreement" (Form RLA-exclusive or RLAA-agency or RLAN-open). If
Multiple Sellers, did you get all signatures on listing contract? Prepare "Estimated Seller's Proceeds"
(Form ESP). Verify Loan Information/Short Payoff.

_____ Give Seller "Disclosure Regarding Real Estate Agency Relationships" (Form AD), the C.A.R. "Property
Transaction Booklet," and the "Consumer Guide to Disclosure Requirements for Sellers"

_____ Have Seller complete "Real Estate Transfer Disclosure Statement" (Form TDS).

_____ **For TDS, consider additional issues:** Lot size, Square footage? (from prior appraisal? from
assessor's office? from original plans? Include a statement to the effect that this information has not
been personally verified by the listing broker). Death on property within last 3 years? Flood disaster
insurance? Mello-Ross district? (Seller to request form from local taxing agency) Any City/County
Disclosures? Any Prior Inspection Reports? Any Other Material Facts Regarding the Property? Radon
Gas? Mold Problem? If so, use "Radon Gas and Mold Notice and Release Agreement" (Form RGM)
Industrial Use Zone? (Form SSD) **Seller Must Disclose All Material Facts!**

_____ Keysafe/Lock Box Authorization (Form KLA). Obtain Key from Seller (if applicable, obtain tenant
approval).

_____ Install Lock Box/Place FOR SALE sign on the property.

_____ Prepare listing information sheet. Place listing on MLS. Check MLS listing for accuracy! If applicable,
have Seller complete "Seller Instruction to Exclude Listing From the Multiple Listing Service (Form SEL).

_____ Prepare classified ads, brochures and promotional flyers.

_____ Set up broker's caravan and open house.

_____ Have Seller complete "Seller's Affidavit of Nonforeign Status and/or California Withholding Exemption
(Form AS).

_____ Water Heater Bracket? Have Seller complete "Water Heater Statement of Compliance" (Form WHS)

_____ Smoke Detectors? (Check local law for compliance) If Property is a Single-Family Home or
Factory-Built Housing have Seller complete "Smoke Detector Statement of Compliance" (Form SDS)

_____ Give Seller the "Combined Hazards Book" (Includes the The Homeowner's Guide to Earthquake Safety,
Environmental Hazards, Guide for Homeowners and Buyers, and Protect Your Family From Lead in
Your Home). Have Seller complete "Lead-Based Paint and Lead-Based Paint Hazards Disclosure,
Acknowledgement and Addendum for Pre-1978 Sales" (Form FLD). Give Seller The Commercial
Property Owner's Guide to Earthquake Safety, if Property built of cinder blocks or bricks (non-frame)
construction.

_____ Tenants to Remain in Property? Request Estoppel Certificate from tenants (Form TEC)

_____ Does Seller want to exchange property as a 1031 exchange? Have Seller complete "Seller Intent to
Exchange Supplement" (Form SES) - Give this to prospective buyer's agent to incorporate into
purchase offer.

_____ **NATURAL HAZARD ZONES** - Have Seller complete the "Natural Hazard Disclosure Statement" (Form
NHD) or order a substituted report from a private company.

_____ Property is in an Earthquake Fault Zone?

_____ Property is in a Flood Hazard Area (Zone A or V)? Area of Potential Flooding?

_____ Property is in a Seismic Hazard Zone?

_____ Property is in a State Responsibility (Firs) Area?

_____ Property is in a Very High Fire Hazard Severity Zone?

_____ **COMMON INTEREST DEVELOPMENT** (e.g., condo)? Get Copies of Articles of Incorporation, Bylaws,
CC&Rs, Current Financial Statement, Minutes of Meetings, Other Association Documents. If
necessary, have Seller complete "Homeowner Association Information Request" (Form HOA)

_____ New Subdivision Property? Get Copy of Public Report (Conditional, Preliminary, or Final). If applicable,
have Seller complete "New Construction Property Disclosure Statement" (Form NCDS)

Agent:
Broker:

Phone:

Wood Blvd.

Fax:

, CA

Prepared using WINForms® software

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SERVICING YOUR LISTING DURING THE ESCROW PERIOD

DATE COMPLETED	ACTIVITIES/DISCLOSURE
_____	Be sure Residential Purchase Contract, any applicable Contract Addenda (e.g., "Contingency for Sale or Purchase of Other Property - Form COP, "Interim Occupancy Agreement (Buyer in Possession Prior to Close of Escrow) - Form IOA, "Purchase Agreement Addendum - Form PAA, "Residential Lease After Sale (Seller in Possession After Close of Escrow) - Form RIAS, "Wood Destroying Pest Inspection and Allocation of Cost Addendum - Form WPA) and all Counter Offers (Form CO) are signed/initialed by all parties.
_____	Buyer's Good Faith Deposit Check - Log into Trust Account Transaction Log - Broker Trust Account? Escrow?
_____	Deliver all the above forms (purchase contract and all addenda) to Escrow.
_____	Give the Buyer the completed "Transfer Disclosure Statement" (Form TDS).
_____	Give the Buyer the "Combined Hazards Book" and the completed "Lead-Based Paint and Lead-Based Paint Hazards Disclosure, Acknowledgement and Addendum for Pre-1978 Sales" (Form FLD).
_____	Give Buyer the "Property Transaction Booklet." Obtain a signed copy of the "Disclosure Regarding Real Estate Agency Relationships" (Form AD) signed by the Seller and the Buyer's Agent.
_____	Report Sale to Broker/Manager. Report Sale to MLS as Pending.
_____	Buyer's Increased Deposit? Have Buyer Complete "Receipt for Increased Deposit/Liquidated Damages" (Form RID)
_____	Obtain Buyer's loan prequalification. Report/Letter Delivered to Seller? _____
_____	Order Preliminary (Title) Report. Report Delivered to Buyer? _____
_____	Order Structural Pest Control Inspection. Report Delivered to Buyer? _____
_____	Receive Pest Control Certification Report. Report Delivered to Buyer? _____
_____	Order City/County Retrofit Report, if applicable. Report Delivered to Buyer? _____
_____	Buyer's 'Request for Repair' (Form RR)? Report Delivered to Seller? _____
_____	Have Seller Give Written Response. Report Delivered to Buyer? _____
_____	Subsequent Repair on Property? Report Delivered to Buyer? _____
_____	Seller Financing? "Seller Financing Addendum and Disclosure" (Form SFA) to be completed by Buyer's Agent.
_____	Have Seller complete "Notice to Buyer to Perform" (Form NBP) if Buyer has not timely removed contingencies.
_____	Receive Lender Approval? 1TD _____ 2TD _____
_____	Loan documents sent to Escrow/Title.
_____	Buyer's final verification of property condition performed. Have Buyer complete "Verification of Property Condition" (Form VP)
_____	ALL DISCLOSURE BOOKLETS/FORMS GIVEN TO BUYER? Signed Receipts?
_____	Can use "Receipt for Reports (Form RFR) to obtain signed acknowledgments from Buyer. (Use Checklist Provided On Next Page of Folder)

FOR YOUR LEGAL PROTECTION
Document All Telephone and Personal Conversations
Related to the Transaction

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AFTER THE ESCROW HAS CLOSED – DOCUMENTS FOR YOUR FILE

DATE COMPLETED

ACTIVITIES/DISCLOSURE

Keys Delivered to the Buyer
Sign Removed from Property
Lock Box Removed from Property
Reported to MLS as Closed
Sale Reported to Broker/Manager

DISCLOSURE FORMS - CONTRACTS (not all may be applicable or necessary):

Agency Confirmation (AC-6 for change of agency during escrow)
Agency Disclosure (AD)
Agent's Inspection Statement (AIS when no IDS required)
Buyer's Investigation Advisory (BIA)
Cancellation of Contract, Release of Deposit and Joint Escrow Instruction (CC)
"Combined Hazards Book" (includes Environmental Hazards Booklet, Lead Paint Booklet, Homeowners Earthquake Guide)
Contingency Removal (CR)
Contract of Sale (Purchase Contract, Counter Offers and Addenda - various forms available)(e.g. RPA-CA)
Cooperating Broker Compensation and Escrow Instruction (CBC)
Earthquake Guide: Commercial Property Owner's Guide
Estoppel Certificate (Tenants)
Exclusive Authorization and Right to Sell (Form RLA) or other Listing Contract
FIRPTA/Buyer's Affidavit (AB) (not required if AS completed by Seller)
FIRPTA-California Withholding/Seller's Affidavit (AS)
HUD Home Inspection Notice (HID)
Industrial Use Zone Location (SSD or other)
Interim Occupancy Agreement (IOA) or Residential Lease After Sale (RI AS)
Lead Paint Notice (FLD)
Local Disclosures
Lock Box Authorization Addendum (LBA-11)
Megan's Law Disclosure (If language is not on purchase contract use Form DBD)
Mello-Roos Tax and 1915 Bond Act Assessment Notice (Govt. form or on substituted NHD)
Military Ordnance Location (SSD or other)
Mold Disclosure (RGM)
Natural Hazard Disclosure Statement (NHD or substituted disclosure)
Pest Control Report
Smoke Detector Compliance (SDS)
Transfer Disclosure Statement (TDS)
Verification of Property Condition (VP)
Water Heater Bracing (WHS)

SUBDIVISION - CONDOMINIUM DISCLOSURES:

Homeowner Association Information Request (HOA)
Articles of Incorporation/Association
Blanket Encumbrance Release (new subdivision)
Bylaws
Current Financial Statement
CC&Rs (Restrictions)
List of Defects
Minutes of Board/Membership Meetings
Operating Budget
Public Report (Conditional, Preliminary, or Final) (new subdivision)
Rules & Regulations
Statement of Assessment and Fees
Statement of Residency Restriction Based on Age
Study of Reserves

ADDITIONAL BROKER/OFFICE REQUIREMENTS:

Place All Documents Related to the Transaction
Into a File and Save for 3 Years