TRANSACTION FILE CHECKLIST | <u>REALTYCONNECTIONGROUP.COM</u> (Rev. 9.22.24)

			ECKLIST <u>REALTYCONNECTIONGROUP.COM</u> (<i>Rev. 9.22.24</i>) Escrow #
Property A Name:	aaress:		ESCrOW #
Purchase:	\square	Offer Date	e: Offer Acceptance: Listing:
Escrow Op	ened:		Estimated COE Date:
	Fully		
Received	Executed	Form	Required Required Required
(X)	(X)	Abbrev	S & B Seller Buyer
			REQUIRED FOR SELLER & BUYER SIDE
		AD	Agency Disclosure
		BCA	Broker Compensation Advisory
		FHDA	Fair Housing & Discrimination Advisory
		PRBS	Possible Repres. of More Than 1 Buyer/Seller - Disclosure & Consent
		WFA	Wire Fraud and Electronic Funds Transfer Advisory
		CCPA	California Consumer Privacy Act Advisory
		SFL	Square Footage & Lot Size Advisory
			SELLER SIDE
		RLA	Residential Listing Agreement <i>(Exclusive)</i>
		MLSA	Multiple Listing Service Addendum
		SA	Sellers Advisory
		AS	Seller's Affidavit of Non-foreign Status
		ASA-1	Additional Signature Addendum (for more than 2 sellers)
		DEDA	Designated Delivery Electronic Delivery Address Amendment
		TA	Trust Advisory (For trust sellers)
		VLL	Vacant Land Listing Agreement
		PVOH	Property Visit & Open House Advisory
		PVR	Photo & Video Release
		RRRR	Seller Reponse to Request for Repairs
		NBP	Notice to Buyer to Perform
		DCE	Demand to Close Escrow
		KLA	Keysafe/lockbox Addendum & Tenant Permission to Enter Property
		TEC	Tenant Estoppel Certificate (when there are tenants)
		SPRP	Seller's Purchase of Replacement Property
		TOPA	Tenant-Occupied Property Addendum (1-4 units)
		SIP	Seller License to Remain in Possession Addendum (29 days or less)
		MT-LA	Modification of Terms - Listing Agreement
		Page 5	BRBC - (Initialed & Signed by buyer)
			BUYER SIDE
		BRBC	
			Buyer Representation & Broker Compensation Agreement
		PSRA	Property Showing & Representation Agreement (Alternative to BRBC, limited)
		RPA	Residential Purchase Agreement Pg 17 completed by escrow
		BHIA	Buyer's Home Insurance Advisory
		BIA	Buyer's Investigation Advisory
		BFPI	Buyer Financial & Personal Information (Confidential)
		SPBB	Seller Payment to Buyers's Broker (when buyer will ask seller for buyer fee concessions)

	DEDA	Designated Delivery Electronic Delivery Address Amendment		
	ASA-1	Additonal Signature Addendum <i>(for more than 2 buyers)</i>		
	BIPP	Buyer Identification of Preferences & Priorities		
	BMI-SP	Buyer Material Issues for a Specific Property		
	СОР	Contingency for Sale of Buyers Property		
	RR	Request for Repairs		
	NSP	Notice to Seller to Perform		
	CR	Contingency Removal #1 #2 #3		
	RLAS	Residential Lease After Sale <i>(Seller to remain in possession for 30+ days)</i>		
	ТОРА	Tenant-Occupied Property Addendum (1-4 units)		
	MU-PA	Mixed-Used Purchase Addendum		
	NODPA			
	MT-BR	Notice of Default Purchase Agreement <i>(used for investor buyers on NOD props)</i> Modification of Terms - Buyer Representation Agreement		
	NBIP	Notice to Broker Involved Properties		
	COBR	Cancellation of Buyer Representation		
	VP	Verification of Property Condition (To be completed within 5 days from COE)		
		Bank Loan Approval Letter		
	OHNA-SI	Open House Visitor Non-Agency & Sign In		
	I	FHA & VA		
	FVAC	FHA/VA Amendment Clause		
	FVA	FHA or VA Notice & Addendum		
		RESIDENTIAL INCOME TRANSACTIONS		
	DIDA	Buver		
	RIPA	Residential Income Property Purchase Agreement & Joint Instructions (2+ units)		
	CLA	Seller		
	CSPQ	Commercial & Residential Income Listing Agreement (2+ units)		
	CSFQ	Commercial Seller Property Questionnaire (use with CPA or RIPA) PROBATE TRANSACTIONS		
		Buver		
	PA-PA	Probate Agreement Addendum <i>(to be be used with RPA or RIPA)</i>		
	PA	Probate Advisory		
		Seller		
	PLA	Probate Listing Addendum & Advisory (to be included with the RLA)		
		AMMENDMENT		
	AEA	Amendment of Existing Agreement Terms (to amend RPA terms)		
		Counter Offers		
	SCO	Seller Counter Offer #1 #2 #3		
	BCO	Buyer Counter Offer #1 #2 #3		
	SMCO	Seller Multiple Counter Offer #1		
	511160	ADDENDUMS		
	ADM			
		DISCLOSURES		
Seller				
	DIA			
		Disclosure Information Advisory		
	ESD	Exemption Seller Disclosure		
	TDS	Real Estate Transfer Disclosure Statement		
	SPQ	Seller Property Questionnaire		

	AVID	Agent Visual Inspection Disclosure			
	SBSA	Statewide Buyer & Seller Advisory			
	WHSD	Water Heater & Smoke Detector Statement of Compliance			
	WCMD	Water-Conserving Plumbing Fixtures & Carbon Monoxide Detector Notice			
	MCA	Market Conditions Advisory			
	DBD	Megan's Law Data Base Disclosure			
	FHDS	Fire Hardening & Defensible Space Advisory, Disclosure & Addendum			
	WFDA	Wild Fire Advisory (<i>if in wildfire area</i>)			
	LPD	Lead Based Paint Disclosure (<i>built prior to 1978</i>)			
	RGM	Mold Disclosure (<i>if HUD-owned property</i>)			
		Septic Report & Certification (<i>if applicable</i>)			
	BHAA	Buyer Home Owner Association (HOA) Advisory			
	HOA-IR	Homeowner Association Information Request (HOA's)(may also need HOA-RN & HOA-RS)			
	QS	Qualified Substitute Declaration of Possession of Transferors Affidavit of Non-Foreign Status			
	*	Hazards Booklet Signature Page # 6 (pg 6 & booklets located in e-pubs library)			
	*	Booklets: Environmental, Lead (prior to '78), Energy, Earthquake(prior to '60) & Hazards			
	SOLAR	Solar Advisory & Questionnaire			
		Buyer			
	HID	For Your Protection Get a Home Inspection (HUD Home Inspection Notice-FHA)			
	BIE	Buyer Inspection Elections			
	BIW	Buyer Inspection Waiver			
	AVID	Agent Visual Inspection Disclosure			
	MCA	Market Conditions Advisory			
	DBD	Megan's Law Data Base Disclosure			
	SPT	Notice of Your Supplemental Property Tax Bill			
	SBSA	Statewide Buyer & Seller Advisory			
	BMI	Buyer's Material Issues Advisory			
	NCOA	Non-contingent Offer Advisory			
		SHORT SALES			
		Buyer			
	SSA	Short Sale Addendum			
		Seller			
	SSIA	Short Sale Information Advisory			
		Bank/Lender Short Sale Approval Letter			
REO	REO (Real Estate Owned - for lender selling property after foreclosure)				
	650	Buver			
	REO	REO Advisory			
		Seller			
	REOL	REO Listing Advisory			

OTHER					
ESCROW ITEMS REPORTS					
Deposit	Initial money deposit receipt from escrow				
*	Commission Instructions				
CDA	Commission Disbursement Ammendment				
*	Escrow Instructions Amendment to E.I. (if applicable):				
*	Preliminary Title Report: Buyer Acknowledgement:				
*	Home Inspection Report				
*	Home Warranty				
*	Natural Hazard Disclosure (NHD) (1-4 units) NHD Signature Pg.				
	Termite Report : 💭 Termite Clearance Date Received: 💭				
	Buyers of approval of HOA docs				
	City Inspection 9a Report (if applicable, for seller & buyer files)				
ETA	Extension of Time Addendum				
*	Final HUD/Escrow Closing Statement				
COL	Cancellation of Listing				
СС	Cancellation of Contract				
	Release of Deposit & Joint Escrow Instructions for Cancellation				
CLOSE OF ESCROW					
Funding Date:	Recording Date:				