

Property Address:			Escrow #		
Name:					
Purchase: <input type="checkbox"/>		Offer Date:		Offer Acceptance: <input type="checkbox"/>	
Escrow Opened:			Estimated COE Date:		
Received (X)	Fully Executed (X)	Form Abbrev	Required S & B	Required Seller	Required Buyer
<b>REQUIRED FOR SELLER &amp; BUYER SIDE</b>					
		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		
<b>SELLER SIDE</b>					
		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 ( <i>for more than 2 sellers</i> )		
		DEDA	Designated Delivery Electronic Delivery Address Amendment		
		TA	Trust Advisory ( <i>For trust sellers</i> )		
		VLL	<b>Vacant Land Listing Agreement</b>		
		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 ( <i>when there are tenants</i> )		
		SPRP	Seller's Purchase of Replacement Property		
		TOPA	Tenant-Occupied Property Addendum ( <i>1-4 units</i> )		
		SIP	Seller License to Remain in Possession Addendum ( <i>29 days or less</i> )		
		MT-LA	Modification of Terms - Listing Agreement		
		Page 5	BRBC - ( <i>Initialed &amp; Signed by buyer</i> )		
<b>BUYER SIDE</b>					
		BRBC	Buyer Representation & Broker Compensation Agreement		
		PSRA	Property Showing & Representation Agreement ( <i>Alternative to BRBC, limited</i> )		
		RPA	Residential Purchase Agreement   <b>Pg 17 completed by escrow</b> <input type="checkbox"/>		
		BHIA	Buyer's Home Insurance Advisory		
		BIA	Buyer's Investigation Advisory		
		BFPI	Buyer Financial & Personal Information ( <i>Confidential</i> )		
		SPBB	Seller Payment to Buyers's Broker ( <i>when buyer will ask seller for buyer fee concessions</i> )		



		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 ( <i>HOA's</i> )( <i>may also need HOA-RN &amp; HOA-RS</i> )
		QS	Qualified Substitute Declaration of Possession of Transferors Affidavit of Non-Foreign Status
		*	Hazards Booklet Signature Page # 6 ( <i>pg 6 &amp; booklets located in e-pubs library</i> )
		*	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
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#### Seller

		SSIA	Short Sale Information Advisory
			Bank/Lender Short Sale Approval Letter

### REO (Real Estate Owned - for lender selling property after foreclosure)

#### Buyer

		REO	REO Advisory
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#### Seller

		REOL	REO Listing Advisory
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**OTHER**


**ESCROW ITEMS | REPORTS**

		<b>Deposit</b>	Initial money deposit receipt from escrow
		*	Commission Instructions
		<b>CDA</b>	Commission Disbursement Ammendment
		*	Escrow Instructions <input type="checkbox"/> Amendment to E.I. (if applicable): <input type="checkbox"/>
		*	Preliminary Title Report: <input type="checkbox"/>   Buyer Acknowledgement: <input type="checkbox"/>
		*	Home Inspection Report
		*	Home Warranty
		*	Natural Hazard Disclosure (NHD) (1-4 units) NHD Signature Pg. <input type="checkbox"/>
			Termite Report : <input type="checkbox"/>   Termite Clearance Date Received: <input type="checkbox"/>
			Buyers of approval of HOA docs
			City Inspection 9a Report <i>(if applicable, for seller &amp; buyer files)</i>
		<b>ETA</b>	Extension of Time Addendum
		*	Final HUD/Escrow Closing Statement
		COL	Cancellation of Listing
		CC	Cancellation of Contract
			Release of Deposit & Joint Escrow Instructions for Cancellation

**CLOSE OF ESCROW**

<b>Funding Date:</b>	<b>Recording Date:</b>
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