

RESIDENTIAL BUYING CHECKLIST

Sale Date

Sale Type

Seller & Buyer	Seller	Buyer	REQUIRED DOCUMENTS - BUYING
			Copy of MLS Sheet (U or Pending)
			Property Profile - <i>Title Co Version</i>
			Disclosure Regarding Real Estate Agency Relationships (AD-2)
			Possible Representation of More Than One Buyer or Seller (PRBS)
			Wire Fraud Advisory (WFA)
			Residential Purchase Agreement and Joint Escrow Instructions (RPA)
			Buyers Inspection Advisory (BIA)
			Fair Housing and Discrimination Advisory (FHDA)
			California Consumer Privacy Act Advisory (CCPA) - Signed by Parties being represented by you
			Coronavirus Property Entry Advisory and Declaration – Visitor (PEAD-V)
			Counter Offers
			Escrow Instructions
			Escrow Amendments 1 2 3 4 5 6 7
			Commission Instructions
			EMD
			Completed Escrow Holder Acknowledgment (RPA-Pg 10)
			Preliminary Title Report
			Buyer's AVID
			Seller's AVID
			Residential Earthquake Hazards Report - <i>Seller's Checklist - Built Before 1960</i>
			Receipt for Environmental Hazards & EQ Safety Booklet
			Office Addendum Office Affiliated Business Arrangement
			Home Fire Hardening Disclosure and Advisory (HHDA)
			Market Conditions Advisory (MCA)
			Lead-Based Paint and Lead Based Paint Hazards Disclosure (FLD)
			Real Estate Transfer Disclosure Statement (TDS)
			Seller Property Questionnaire (SPQ) OR Exempt Seller Disclosure (ESD) <i>When Exempt from TDS</i>
			Statewide Buyer and Seller Advisory (SBSA)
			Water Conserving Plumbing Fixtures & Carbon Monoxide Detector Notice (WCMD)
			Inspection Reports: Home Inspection Termite Rep Completion Chimney Sewer Other Rpt Other Rpt
			Buyers Inspection Election (BIE) <i>Required if representing Buyer If no Inspection - Buyers Inspection Waiver</i>
			Natural Hazard Report (NHD)
			Request for Repairs (RR): 1 2 3 4
			Sellers Response and Buyer Reply to Request for Repair (RRRR): 1 2 3 4
			Contingency Removal (CR): 1 2 3 4 <i>Final CR Must be Initialed/Acknowledged</i>
			Local Area Addendum: SRAR Conejo Valley SCV SVMAR Other
			Natural Hazard Disclosure Statement
			City Reports: City of LA - 9A Application 9A Report Other City Report
			Certificate of Compliance (LADWP) - within the City of Los Angeles Only
			Seller's Affidavit of Nonforeign Status and/or California Withholding Exemption (FIRPTA)
			Verification of Property (VP)
			Retrofit Inspection Report/Invoice - within County of Los Angeles
			Preliminary Title Report – <i>Approved by Buyer</i>
			Legal Service Agreement (if applicable)
			Evidence of Home Warranty Plan/Invoice
			Commission Disbursement Authorization (CDA) – <i>provided by office</i>
			Copy of MLS Sheet (Sold)
			Closing Statement (Final HUD)
			ADDITIONAL DOCUMENTS - IF APPLICABLE
			Advisory: Trust (TA): Probate (PAK) Short Sale (SSIA) REO (REO)
			Representative Capacity Signature Addendum (RCSA) - <i>For Trust, Probate, POA, Corp, LLC, etc.</i>
			Additional Signature Addendum - <i>For 3 or more buyers or sellers</i>
			Assignment of Agreement Addendum (AOAA) - <i>To Change Original Buyers - to Add, Delete and/or Assignee</i>
			Contingency for Sale of Buyers Property (COP)
			Seller's Purchase of Replacement Property (SPRP)
			Possession: Seller in Possession (SIP) - <i>Less than 30 Days</i> <i>Residential Lease after Sale (RLAS) - 30 Days or More</i> <i>Tenant in Possession (TIP)</i>
			FHA/VA Amendatory Clause (FVAC) FHA or VA Notice and Addendum (FVA)
			Seller Financing Addendum & Disclosure (SFA) Assumed Financing Addendum (AFA)
			Additional Agent Acknowledgment (AAA)
			Additional Broker Acknowledgment (ABA)
			Homeowner Association Information Request (HOA-IR)
			Homeowner Association Request for Statutory Documents (HOA-RS)
			Homeowner Association Request for Non-Statutory Documents (HOA-RN)
			Extension of Time (ET)

			Cancellation of Contract (CC)
			Notice to Buyer to Perform (NBP): 1 2 3
			Notice to Seller to Perform (NSP): 1 2 3
			Demand to Close (DCE)
			Back-Up Offer Addendum (BUO)
			Cooperating Broker Compensation (CBC)
			Other

Rev. 2/2021