



NEW SALE TRANSACTION CHECKLIST

Subdivision: _____ Listing Exp: _____
 Property Address: _____ ECOE: _____
 Seller/s: _____ Buyer/s: _____

Form / Document	Date Rec'd	Comments	
CLR New Sale Information Take Sheet			1
CLR Commission Memorandum Broker			1
MLS Agent Detail List – 2 column			3
Residential Purchase Agreement 10 pgs (RPA-CA)			4
Seller Counter Offer: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 (SCO)			4
Buyer Counter Offer: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 (BCO)			
Addendum (ADM-11) <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 (ADM)			4
Buyer's Inspection Advisory 1 pg (BIA)			4
Market Conditions Advisory 2 pgs (MCA)			4
Possible Representation More than 1 B/S 1 pg (PRBS)			3
Disclosure Regarding RE Relationship: 2 pgs (AD) <input type="checkbox"/> Seller <input type="checkbox"/> Buyer			3
Statewide Buyer and Seller Advisory 14 pgs (SBSA)			3
Seller Property Questionnaire 4 pgs (SPQ)			3
Real Estate Transfer Disclosure Statement 3 pgs (TDS)			3
Listing Agent Visual Inspection Disclosure 3 pgs (AVID)			3
Selling Agent Visual Inspection Disclosure 3 pgs (AVID)			3
Water Conserving Plumbing Fixtures & Carbon Monoxide Detector Notice 2 pgs (WCMD)			3
Wire Fraud Advisory 1 pg (WFA)			3
Receipt for Reports 1 pg (RFR)			4
Contingency Removal Date: ____/____/____ 1 pg (CR)			4
Request for Repair: <input type="checkbox"/> Buyer/s 1 pg (RR)			4
Seller Response/Buyer Reply: <input type="checkbox"/> Seller/s <input type="checkbox"/> Buyer/s 1 pg (RRRR)			4
Verification of Property Condition 1 pg (VP)			4
Home Inspection Report OR HID (need for FHA)			6
NHD Report with Special Tax Assessments (NHD)	E		6
Receipts ---- NHD signed by: <input type="checkbox"/> Seller <input type="checkbox"/> Buyer <input type="checkbox"/> Listing Agent <input type="checkbox"/> Selling Agent	E		6
Termite/Wood Destroying Pest Inspection with clearance			6
Home Warranty Confirmation			6
Preliminary Title Report	E		6
Escrow Instructions: _____	E		5
Commission Demand from Escrow Broker	E		1
Escrow Holder Acknowledgement (RPA-CA page 10)	E		5

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Escrow Amendments: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	E		5
FIRPTA from Escrow	E		5
HOA Document Receipt & Approval (from escrow)	E		5
Escrow Deposit Receipt Trust / Log / BrokerWolf	E		5
CLR Addendum to RE Purchase Contract Regarding Golf Membership: <input type="checkbox"/> PGA WEST <input type="checkbox"/> CITRUS			3
LQR Leasing Dis. – Tennis Villas, SRC, Enclave, Los Estados, Legacy Villas, Mountain Estates, Duna La Quinta			3
Written Inventory INITIALED & NUMBERED (each page) last page signed & dated by: <input type="checkbox"/> Seller/s <input type="checkbox"/> Buyer/s			3
CLR Personal Property Release <input type="checkbox"/> Seller/s <input type="checkbox"/> Buyer/s			3
CLR Membership Disclosure			3
TC USE ONLY----->	Listing Extension Form	Affiliated Business Disclosure	Buyer Proof of Funds
			Copy of Buyers Check
Intent to Exchange Supplement: () Seller (SES-11) () Buyer (BES-11)			4
Contingency for () Sale or () Purchase (COP)			4
Representation of More than One Buyer or Seller (DA)			3
Confirmation of RE Agency Relationship (AC)			3
HOA Information Request (CAR Form)			5
SPA VILLA First Right of Refusal Disclosure (Resale Supp)			3
SPA VILLA First Right of Refusal Letter to LQR (Agreement)			3
SPA VILLA FROR Response Letter FROM LQR			3
SPA VILLA Pending Sale (Megan & Bianca)			3
SPA VILLA Disclosure Statement			3
SPA VILLA Utility Transfer Disclosure			3
SPA VILLA Pool Renovation Disclosure			
SHORT SALE Short Sale Addendum (SSA)			5
SHORT SALE Short Sale Info. & Advisory 4 pgs (SSIA)			5
SHORT SALE Lender Approval Letter – 1 st Loan			5
SHORT SALE Lender Approval Letter – 2 nd Loan			5

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REO REO Advisory <input type="checkbox"/> Buyer/s <input type="checkbox"/> Bank			5
REO Bank Addendum <input type="checkbox"/> Buyer/s <input type="checkbox"/> Bank			5
Lead Based Paint Disclosure 2 pgs (FLD)			3-4
Water Heater & Smoke Detector Statement (WHSD)			3
Carbon Monoxide Detector Notice (CMD)			3
Trust Advisory <input type="checkbox"/> Seller/s <input type="checkbox"/> Buyer/s 2 pgs (TA)			3-4
Power of Attorney for <input type="checkbox"/> Seller/s <input type="checkbox"/> Buyer/s Acknowledged by <input type="checkbox"/> Seller/s <input type="checkbox"/> Buyer/s			5
Representative Capacity Signature Dis. 1 pg (RCSD-S)			3-4
Representative Capacity Signature Dis. 1 pg (RCSD-B)			3-4
Notice to Perform <input type="checkbox"/> Seller/s(SNP) <input type="checkbox"/> Buyer/s (BNP)			4
Cancellation of Contract: (CC 4/10)			5