

Agent(s):		
New Sale Transaction Checklist		ECOE:
Subdivision:		Listing Expiration Date
Property Address:		Contingency Removal Date:

Form / Document	Buyer 1	Buyer 2	BUYER AGENT	Seller 1	Seller 2	SELLER AGENT	COMPLETE
CLR New Sale Take Sheet							
CLR Commission Memorandum							
MLS Agent Detail List – 2 column							
RPA							
Seller Counter Offer: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 (SCO) Buyer Counter Offer: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 (BCO)							
ADM-11 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4							
MCA							
AD <input type="checkbox"/> Seller <input type="checkbox"/> Buyer							
PRBS							
SA							
WFA							
BIA							
CCPA							
SBSA							
SPQ							
TDS							
Sellers AVID							
Buyers AVID							
BHAA							
WCMD							
CR <input type="checkbox"/> CR#2 <input type="checkbox"/> CR#3 <input type="checkbox"/> CR#4 <input type="checkbox"/>							
RFR (Rec. for Reports)							
RR - Request for Repair: Buyer/s							
RRRR							
VP							
Home Inspection Report / HID (need for FHA)							
NHD Report with Special Tax Assessments							

NEW SALE TRANSACTION CHECKLIST – PG 2

NHD Report Receipt							
Termite/ with clearance							
Home Warranty Confirmation							
Preliminary Title Report							
Form / Document	Buyer 1	Buyer 2	BUYER AGENT	Seller 1	Seller 2	SELLER AGENT	COMPLETE
Escrow Instructions:							
Commission Demand from Escrow Broker	E						
Escrow Ack. RPA-CA pg 10	E						
Escrow Amendments: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	E						
FIRPTA	E						
HOA Document Receipt & Approval							
Escrow Deposit Trust Log / BW	E						
CLR Membership: <input type="checkbox"/> PGA WEST <input type="checkbox"/> Generic Club <input type="checkbox"/> CITRUS							
LQR Leasing Disc. – Tennis Villas, SRC, Enclave, Los Estados, Legacy Villas, Mountain Estates, Duna La Quinta							
INVENTORY (number i.e. 1 of 3 pages)							
CLR Personal Property Release							
Corona Virus Addendum – (PEAD-V)							
FLD - if built before 1979							
Trust Advisory <input type="checkbox"/> Seller/s <input type="checkbox"/> Buyer/s							
RCSD _S							
RCSD - B							
Notice to Perform <input type="checkbox"/> Seller/s(SNP) <input type="checkbox"/> Buyer/s (BNP)							
Power of Attorney for <input type="checkbox"/> Seller/s <input type="checkbox"/>							