

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: ☐ 1 ☐ 2 ☐ 3 ☐ 4 (SCO) Buyer Counter Offer: ☐ 1 ☐ 2 ☐ 3 ☐ 4 (BCO)								
ADM ☐ 1 ☐ 2 ☐ 3 ☐ 4								
MCA								
AD ☐ Seller ☐ Buyer								
PRBS								
FHDA								
WFA								
BIA								
CCPA								
SBSA								
SPQ								
TDS								
Sellers AVID								
Buyers AVID								
CDAR LAD Disclosures								
WCMD								
CR ☐ CR#2 ☐ CR#3 ☐ CR#4 ☐								
RFR (Rec. for Reports)								
RR - Request for Repair: Buyer/s								
RRRR								
VP								
NHD Report Receipt								
NHD Report	NHD Report							
Home Inspection Report / HID	(need for FHA) Home Inspection Report							
Termite/ with clearance	Clear Termite							
Home Warranty Confirmation	Home Warranty							
Preliminary Title Report	Prelim							

Form / Document	Buyer 1	Buyer 2	BUYER AGENT	Seller 1	Seller 2	SELLER AGENT	COMPLETE	
Escrow Instructions:	Escrow							
Commission Demand from Escrow Broker	Escrow							
Escrow Ack. RPA-CA pg 10	Escrow							
Escrow Amendments: ☐ 1 ☐ 2 ☐ 3 ☐ 4	Escrow							
FIRPTA	Be Sure to Order from Escrow							
HOA Document Receipt & Approval	Be Sure to Order from Escrow							
Escrow Deposit Trust / BW	EMD							
FINAL Closing Statement	E							
CLR Membership: ☐ PGA WEST ☐ Generic Club ☐ 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)								
Trust Advisory ☐ Seller/s								
RCSD _S								
RCSD - B								
Notice to Perform ☐ Seller/s(SNP) ☐ Buyer/s (BNP)								
Power of Attorney for ☐ Seller/s ☐								
FLD - if built before 1979								
NEW LISTING TAKE SHEET								
LISTING – RLA								
LISTING – AD								
STR DISCLOSURE (Short Term Vacation Rental disclosure)								
RFA -11								

LISTING AGENT – MAKE SURE YOU LOAD YOUR LISTING DOCS INTO ZIP'S TRANSACTION FOLDER