

NEW SALE TRANSACTION CHECKLIST – 2 PAGES

Agent(s):	Input Date: <i>Internal Use</i> _____
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New Sale Transaction Checklist	ECOE:
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Subdivision:	
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Property Address:	
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Representing & How many signers?	Escrow Officer	
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Form / Document	Buyer 1	Buyer 2	BUYER AGENT	Seller 1	Seller 2	SELLER AGENT	COMPLETE	COMPLETE
CLR New Sale Take Sheet								
CLR Commission Memorandum								
MLS Agent Detail List – 2 column								
RPA (17 pages)								
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 <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								
FHDA								
WFA								
BIA								
CCPA								
SBSA								
SPQ								
TDS								
Sellers AVID								
Buyers AVID								
CDAR LAD Disclosures								
WCMD								
WFDA								
CR <input type="checkbox"/> CR#2 <input type="checkbox"/> CR#3 <input type="checkbox"/>								
RFR (Rec. for Reports)								
RR - Request for Repair: Buyer/s								
RRRR								
VP								
NHD Report Receipt								

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Form / Document				Buyer 1	Buyer 2	BUYER AGENT	Seller 1	Seller 2	SELLER AGENT	COMPLETE		
Title Reports	NHD Report		CLEAR Termite		Home Warranty		Prelim Title		NHD Report			
BRBC (Buyer Rep & Broker Comp)												
BCA (Broker Comp. Advisory)												
NBIP (Notice of Broker Involved Properties)												
MT-BR (Mod of Terms – Buyer Rep Agreement)												
PSRA (Property Showing & Rep Agreement)												
SPBB (Seller Payment to Buyer’s Broker)												
Escrow Reports	Instructions		Comm. Demand		Escrow Ack Page 17		EMD		FIRPTA			
	HOA Rec & Approval		Final Closing Docs									
Escrow Company & Officer												
Escrow Amendments: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4				Escrow Amendments								
CLR Membership: <input type="checkbox"/> Generic Club												
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												
STVR Disclosure (ST Vacation Rental)												
Trust Advisory <input type="checkbox"/> Seller/s												
RCSD _S												
RCSD - B												
FLD - if built before 1979												
NEW LISTING TAKE SHEET												
LISTING – RLA												
LISTING – AD												
STR DISCLOSURE (Rental disclosure)												
BHAA												
FHAA												
WFDA												
SFLS												
BHIA												