

# NEW SALE TRANSACTION CHECKLIST – 2 PAGES

Agent(s):		Input Date: <i>Internal Use</i> _____
<b>New Sale Transaction Checklist</b>		<b>ECOE:</b>
Subdivision:		
Property Address:		
Representing & How many signers?		Escrow Officer

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 (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	
<b>Title Reports</b>	NHD Report		CLEAR Termite		Home Warranty		Prelim Title		Home Inspection		
<b>BRBC (Buyer Rep &amp; Broker Comp)</b>											
<b>BCA (Broker Comp. Advisory)</b>											
<b>NBIP (Notice of Broker Involved Properties)</b>											
<b>MT-BR (Mod of Terms – Buyer Rep Agreement)</b>											
<b>PSRA (Property Showing &amp; Rep Agreement)</b>											
<b>SPBB (Seller Payment to Buyer's Broker)</b>											
<b>Escrow Reports</b>	Escrow Instructions		Comm. Demand		Escrow Ack Page 17		EMD		FIRPTA		
	HOA Rec & Approval		Final Closing Docs								
<b>Escrow Company &amp; Officer</b>											
<b>Escrow Amendments:</b> <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4				Escrow Amendments							
<b>CLR Membership:</b> <input type="checkbox"/> Generic Club											
<b>LQR Leasing Disc. –</b> Tennis Villas, SRC, Enclave, Los Estados, Legacy Villas, Mountain Estates, Duna La Quinta											
<b>INVENTORY</b> (number i.e. 1 of 3 pages)											
<b>CLR Personal Property Release</b>											
<b>STVR Disclosure (ST Vacation Rental)</b>											
<b>Trust Advisory</b> <input type="checkbox"/> Seller/s											
<b>RCSD _S</b>											
<b>RCSD - B</b>											
<b>FLD -</b> if built before 1979											
<b>NEW LISTING TAKE SHEET</b>											
<b>LISTING – RLA</b>											
<b>LISTING – AD</b>											
<b>STR DISCLOSURE</b> (Rental disclosure)											
<b>BHAA</b>											
<b>FHAA</b>											
<b>BHIA</b>											
<b>SFLS</b>											
<b>FRR-PA</b>											