· ·	NEW SALE IK	ANSACTIC	IN CHEC	KLISI – Z	FAGES				
Agent(s):		Input Date: Internal Use							
New Sale Transac	ction Chec	klist		ECOE:					
Subdivision:									
Property Address:									
Representing & How many signers?		Escrow Officer							
Form / Document	Buyer 1	Buyer 2	BUYER AGENT	Seller 1	Seller 2	SELLER AGENT	COMPLETE		
<b>CLR New Sale Take Sheet</b>									
<b>CLR Commission Memora</b>	ndum								
MLS Agent Detail List - 2 o	column								
RPA (17 pages)									
Seller Counter Offer:  1 2 3 4 (SCO Buyer Counter Offer:  1 2 3 4 (BCO									
ADM									
MCA									
AD Seller Bu	ıyer								
PRBS									
FHDA									
WFA									
BIA									
ССРА									
SBSA									
SPQ									
TDS									
Sellers AVID									
Buyers AVID									
CDAR LAD Disclosures									
WCMD									
WFDA									
CR  CR#2  CR#3									
RFR (Rec. for Reports)									
RR - Request for Repair: E	Buyer/s								
RRRR									
VP									
NHD Report Receipt									

## NEW SALE TRANSACTION CHECKLIST - 2 PAGES

Title Reports   NiD   CLEAR   Warnelly   Prelim   Home   Inspection	Form / I	Document			Buyer 1	Buyer 2		BUYER AGENT	Seller 1	Seller 2	SELLER AGENT	COMPL	ETE
RRBC (Buyer Rep & Broker formor)  BCA (Broker Comp. Advisory)  NBIP (Notice of Broker Involved Properties)  NT-BR (Mod of Terms – Buyer Rep Agreement)  PSRA (Property Showing & Rep Agreement)  SPBB (Seller Payment to Buyer's Broker)  Reports  BESCROW Reports  BESCROW Reports  BOAR C Cleaning  BOAR C CLEAN C Cleaning  BOAR C CLEAN C CLEA													
NSIP (Notice of Broker Involved Proporties)  MT-BR (Mod of Terms – Buyer Rep Agreement)  PSRA (Property Showing & Rep Agreement)  SPBB (Seller Payment to Buyer's Broker)  SPBB (Seller Payment to Buyer's Broker)  Escrow Reports  HOA Rec   Final Demand   Final De	Reports					Warranty		litle		Inspection			
NBIP (Notice of Broker Involved Properties)  NBIP (Notice of Broker Involved Properties)  NBIP (Notice of Terms - Buyer Rep Agreement)  PSRA (Property Showing & Rep Agreement)  SPBB (Seller Payment to Buyer's Broker)  Escrow Reports  Barrow Reports  Comm. Reports  NBIP (Seller Payment to Buyer's Broker)  Escrow And Rep Agreement)  Escrow And Rep Agreement	Divide (Buy	broc (buyer rep & broker comp)											
MT-BR ( Mod of Terms - Buyer Rep Agreement)	BCA (Broke	er Comp. A	dvisor	ry)									
Agreement			nvolve	d									
SPBB (Seller Payment to Buyer's Broker)  Escrow Reports  HOA Rec 8			Buyer	Rep									
Escrow Reports			g & Re	ep									
Reports   Best Color   Demand   Ack Page   179   EMD   FIRPTA		er Payment to	o Buye	er's									
Escrow Company & Officer  Escrow Amendments:						Ack Page		EMD		FIRPTA			
Escrow Company & Officer  Escrow Amendments:		&		Closing									
□1 □2 □3 □4  CLR Membership: □ 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 □ Seller/s  RCSD □ S  RCSD □ S  RCSD □ B  FLD □ if built before 1979  NEW LISTING TAKE SHEET  LISTING — RLA  LISTING — RLA  LISTING — AD  STR DISCLOSURE (Rental disclosure)  BHAA  FHAA  BHIA  SFLS	Escrow Co		Office										
□1 □2 □3 □4  CLR Membership: □ 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 □ Seller/s  RCSD □ S  RCSD □ S  RCSD □ B  FLD □ if built before 1979  NEW LISTING TAKE SHEET  LISTING — RLA  LISTING — RLA  LISTING — AD  STR DISCLOSURE (Rental disclosure)  BHAA  FHAA  BHIA  SFLS	Escrow An	nendment	s:										
□ Generic Club □ CAR Leasing Disc Tennis Villas, SRC, Enclave, Los Estados, Legacy Villas, Mountain Estates, Duna La Quinta   INVENTORY (number i.e. 1 of 3 pages) □ CAR Personal Property Release   STVR Disclosure (ST Vacation Rental) □ CAR Personal Property Release   STVR Disclosure (ST Vacation Rental) □ CAR Personal Property Release   STVR Disclosure (ST Vacation Rental) □ CAR Personal Property Release   RCSD_S □ CAR Personal Property Release					Escrow Amendments								
LOR 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 Seller/s  RCSD_S  RCSD_B  FLD - if built before 1979  NEW LISTING TAKE SHEET  LISTING - ALA  LISTING - AD  STR DISCLOSURE (Rental disclosure)  BHAA  FHAA  BHIA  SFLS  SE STA DISCLOSURE (Rental disclosure)	CLR Memb	ership:											
SRC, Enclave, Los Estados, Legacy Villas, Mountain Estates, Duna La Quinta INVENTORY (number Le. 1 of 3 pages)  CLR Personal Property Release  STVR Disclosure (ST Vacation Rental)  Trust Advisory Seller/s  RCSD_S  RCSD_S  RCSD - B  FLD - if built before 1979  NEW LISTING TAKE SHEET  LISTING - RLA  LISTING - AD  STR DISCLOSURE (Rental disclosure)  BHAA  FHAA  BHIA  SFLS	☐ Generic	Club											
CLR Personal Property Release  STVR Disclosure (ST Vacation Rental)  Trust Advisory Seller/s  RCSD_S  RCSD_S  RCSD-B  FLD - if built before 1979  NEW LISTING TAKE SHEET  LISTING - RLA  LISTING - AD  STR DISCLOSURE (Rental disclosure)  BHAA  FHAA  BHIA  SFLS	SRC, Encla	SRC, Enclave, Los Estados, Legacy											
STVR Disclosure (ST Vacation Rental)  Trust Advisory Seller/s  RCSD_S  RCSD_B  RCSD - B  FLD - if built before 1979  NEW LISTING TAKE SHEET  LISTING - RLA  LISTING - AD  STR DISCLOSURE (Rental disclosure)  BHAA  FHAA  BHIA  SFLS	INVENTORY	INVENTORY (number i.e. 1 of 3 pages)											
Trust Advisory 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  BHIA  SFLS	CLR Persona	CLR Personal Property Release											
RCSD_S	STVR Disclos	STVR Disclosure (ST Vacation Rental)											
RCSD - B   <td< td=""><td colspan="3">Trust Advisory</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></td<>	Trust Advisory												
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NEW LISTING TAKE SHEET  LISTING - RLA  LISTING - AD  STR DISCLOSURE (Rental disclosure)  BHAA  FHAA  BHIA  SFLS	RCSD - B												
LISTING - RLA	FLD - if built before 1979												
LISTING – AD  STR DISCLOSURE (Rental disclosure)  BHAA  FHAA  BHIA  SFLS	NEW LISTI	NEW LISTING TAKE SHEET											
STR DISCLOSURE (Rental disclosure)  BHAA  FHAA  BHIA  SFLS	LISTING - RLA												
BHAA FHAA BHIA SFLS	LISTING – AD												
FHAA BHIA SFLS	STR DISCLOSURE (Rental disclosure)												
BHIA SFLS	ВНАА												
SFLS	FHAA												
	BHIA												
FRR-PA	SFLS												
	FRR-PA												