

# the REAL ESTATE OFFICE

## Transaction Check List For Buyer's Agent Vacant Land and Commercial and Industrial

Agent Name:

Property Address:

MLS #

Escrow #

COE date:

### REQUIRED FORMS FOR YOUR FILE

- \_\_\_\_\_ Transaction Check List
- \_\_\_\_\_ **COVER** Transaction Cover Sheet
- \_\_\_\_\_ **CPA** Commercial Property Purchase Agreement and Joint Escrow Instructions (from B.A.)
- \_\_\_\_\_ **VLPA** Vacant Land Purchase Agreement and Joint Escrow Instructions (from B.A.)
- \_\_\_\_\_ **BIA-A** Buyer's Inspection Advisory (from B.A.)  
(Not necessary if you use C.A.R. Purchase agreement, INCLUDED)
- \_\_\_\_\_ **WPA** Wood Destroying Pest Inspections (if any) (from B.A.)
- \_\_\_\_\_ **AD-2** Disclosure Regarding RE Relationship (Selling Firm to Buyer) (from B.A.)
- \_\_\_\_\_ **AD-3** Disclosure Regarding RE Relationship (Selling Firm to Seller) (from B.A.)
- \_\_\_\_\_ **AD-1** Disclosure Regarding RE Relationship (Listing Firm to Seller) (from S.A.)
- \_\_\_\_\_ **DA** Disclosure and Consent for Rep. of More Than One Buyer or Seller (if any)
- \_\_\_\_\_ **CO** Counter Offer (if any)
- \_\_\_\_\_ **ADM** Addendum (if any)
  
- \_\_\_\_\_ Agent Property Report Printed from MLS (**Pending**)
- \_\_\_\_\_ Escrow Receipt for Deposit Last Page of **CPA or VLPA** (from Escrow)
- \_\_\_\_\_ Preliminary Title Report (from Escrow)
- \_\_\_\_\_ Escrow Instructions and Additional Correspondence received (from Escrow)
- \_\_\_\_\_ C.C.&R's and Report (if any) (from Escrow)
- \_\_\_\_\_ Buyer's Preliminary Estimated Closing Statement (from Escrow)
- \_\_\_\_\_ Home Inspection Report (if any)
- \_\_\_\_\_ Home Warranty (if any)
- \_\_\_\_\_ Pest Control Report and Clearance (if any)
  
- \_\_\_\_\_ **SBSA** Statewide Buyer and Seller Advisory (from B.A.)
- \_\_\_\_\_ **MCA** Market Conditions Advisory (from B.A.)
- \_\_\_\_\_ **HID** For Your Protection: Get a Home Inspection (from B.A.)
- \_\_\_\_\_ Mold Disclosure (office form) (from B.A.)
- \_\_\_\_\_ **HOA** Homeowner Assoc. Information Request (if needed) (from B.A.)
- \_\_\_\_\_ **AVID** Buyer's Agent Visual Inspection Disclosure (from B.A.)

- \_\_\_\_\_ **AVID** Listing Agent Visual Inspection Disclosure (from S.A.)
- \_\_\_\_\_ **TDS** Real Estate Transfer Disclosure Statement (from S.A.)
- \_\_\_\_\_ **VLQ** Seller Vacant Land Questionnaire (from S.A.)
- \_\_\_\_\_ **AS** Seller's Affidavit of Nonforeign status (one for each seller) (from S.A.)
- \_\_\_\_\_ **NHD** Natural Hazard Disclosure Statement (from Escrow order)
- \_\_\_\_\_ **FLD** Lead-Based Paint Disclosure (for property built before 1979) (from S.A.)
- \_\_\_\_\_ **SPQ** Seller Property Questionnaire (SPQ includes SSD) (from S.A.)
- \_\_\_\_\_ **WHSD** Water Heater and Smoke Detector Statement (from S.A.)
- \_\_\_\_\_ **Acknowledgement** Commercial Property Owner's Guide to Earthquake Safety
- \_\_\_\_\_ **Acknowledgement** Residential Earthquake Hazards Report (if built before 1960) (from B.A.)  
[http://www.seismic.ca.gov/pub/CSSC\\_2005\\_HOGreduced.pdf](http://www.seismic.ca.gov/pub/CSSC_2005_HOGreduced.pdf)
- \_\_\_\_\_ **Acknowledgement** Combined Hazards Book (from B.A.)
- \_\_\_\_\_ Local Area Real Estate Transfer Disclosures (if any) (from S.A.)

You have to check with your local association of Realtors and to ask escrow officer what local disclosures are required in your area.

- \_\_\_\_\_ **RFR** Receipt for Reports (from B.A.)
- \_\_\_\_\_ **RR** Request for Repair (if any) (from B.A.)
- \_\_\_\_\_ **CR** Contingency Removal (from B.A.)
- \_\_\_\_\_ **VP** Verification of Property Condition (from B.A.)
- \_\_\_\_\_ Salesperson Request for Commission Transfer (office form)
- \_\_\_\_\_ Commission Distribution Escrow Instruction (from Escrow Company)
- \_\_\_\_\_ Well Report and Septic Clearance (if any) (from S.A.)
- \_\_\_\_\_ **NBP** Notice to Buyer to Perform (if any) (from S.A.)
- \_\_\_\_\_ Additional correspondence received by Lender, other Agent, Buyer/Seller, and others
- \_\_\_\_\_ Agent Property Report Printed from **MLS (Sold)**
- \_\_\_\_\_ Copy of Escrow Closing Statement/HUD (from Escrow)

### **Optional (Recommended) Forms**

- \_\_\_\_\_ **BRE** Buyer Representation Agreement-Exclusive (from B.A.)
- \_\_\_\_\_ **AC** Confirmation of Real Estate Agency Relationships  
 (Not necessary if you use C.A.R. Purchase agreement)
- \_\_\_\_\_ **BIW** Buyer's Inspection Waiver C.A.R. form BIW (from B.A.)
- \_\_\_\_\_ **ETA** Extension of Time Addendum
- \_\_\_\_\_ **MCN** Methamphetamine Contamination Notice (from S.A.)
- \_\_\_\_\_ **NTF** Notice of Private Transfer Fee (from S.A.)
- \_\_\_\_\_ **SPT** Notice of Your "Supplemental" Property Tax Bill (from B.A.)
- \_\_\_\_\_ As is Addendum "Acceptance of Property"

### **Note:**

B.A. - means normally received from Buyer's Agent  
 S.A. - means normally received from Seller's Agent