

# General Transaction Checklist



*A signed copy of ALL files must be submitted to broker before commission is paid to agent*

N/A  
x BUYER  
x SELLER

## Forms & Disclosures

~ Listing Agent Provides:

|  |  |  |              |  |
|--|--|--|--------------|--|
|  |  |  | <b>RLA</b>   | Residential Listing Agreement  |
|  |  |  | <b>CO</b>    | Seller Counter Offer   |
|  |  |  | <b>NHD</b>   | Natural Hazard Disclosure & Receipt  |
|  |  |  | <b>AVID</b>  | Agent Visual Inspection Disclosure   |
|  |  |  | <b>SBSA</b>  | Statewide Buyer's & Sellers Advisory   |
|  |  |  | <b>SPQ</b>   | Seller Property Questionnaire  |
|  |  |  | <b>TDS</b>   | Real Estate Transfer Disclosure Statement                                    |
|  |  |  | <b>MCA</b>   | Market Condition Advisory  |
|  |  |  | <b>SA</b>    | Seller's Advisory  |
|  |  |  | <b>WHSD</b>  | Water Heater & Smoke Detector Statement of Compliance                        |
|  |  |  | <b>RRR</b>   | Seller's Response & Buyer Reply to Request for Repairs                       |
|  |  |  | <b>RFR</b>   | Receipt for Reports  |
|  |  |  | <b>LOCAL</b> | Additional Disclosures (i.e. Local, Seller or Trust Advisory, Lockbox, RCSD) |

~ Selling Agent Provides:

|  |  |  |             |  |
|--|--|--|-------------|--|
|  |  |  | <b>RPA</b>  | Residential Purchase Agreement                             |
|  |  |  | <b>POF</b>  | Proof of Funds & Mortgage Pre Approval Letter              |
|  |  |  | <b>CO</b>   | Buyer Counter Offer  |
|  |  |  | <b>RR</b>   | Request for Repair   |
|  |  |  | <b>VPC</b>  | Verification of Property Condition                         |
|  |  |  | <b>CR</b>   | Contingency Removal  |
|  |  |  | <b>AVID</b> | Agent Visual Inspection Disclosure                         |
|  |  |  | <b>SPT</b>  | Notice of Your Supplemental Property Tax Bill often in NHD |

## Inspections, Reports, Pamphlets

|  |  |  |                  |                               |
|--|--|--|------------------|-------------------------------|
|  |  |  | <b>MLS</b>       | MLS Printout                  |
|  |  |  | <b>EMD</b>       | Earnest money Deposit Receipt |
|  |  |  | <b>BD</b>        | Brokers Commission Demand     |
|  |  |  | <b>HUD-1</b>     | Closing Statement             |
|  |  |  | <b>ROOF</b>      | Roof Inspection               |
|  |  |  | <b>PEST</b>      | Pest Inspection               |
|  |  |  | <b>HOME</b>      | Home Inspection               |
|  |  |  | <b>APPRAISAL</b> | Appraisal Report (optional)   |
|  |  |  | <b>PRELIM</b>    | Escrow Preliminary Report     |

## Additional Requirements & Disclosures

|  |  |  |                     |   |
|--|--|--|---------------------|---|
|  |  |  | <b>Conv. Log</b>    | <b>Conversation Log</b> shared with COMMUNICATIONS@ireadybroker.com [Must include all emails and communications with client(s)] (See compliance portal on ireadybroker.com) <b>REQUIRED</b> |
|  |  |  | <b>RES/CLS</b>      | RES & CLS Affiliated Business Arrangement (available on ireadybroker.com) <b>REQUIRED</b>   |
|  |  |  | <b>FVAC</b>         | FHA/VA Amendatory Clause  |
|  |  |  | <b>COP</b>          | Contingency for Sale of Buyer's Property  |
|  |  |  | <b>SIP</b>          | Seller in Possession Addendum   |
|  |  |  | <b>LOA</b>          | Interim occupancy agreement (buyer in possession before close of escrow)  |
|  |  |  | <b>SPRP</b>         | Seller's Purchase of Replacement Property   |
|  |  |  | <b>SSA&amp;SSIA</b> | Short Sale Addendum & Short Sale Information & Advisory   |
|  |  |  | <b>REO</b>          | Reo Advisory for bank owned homes   |
|  |  |  | <b>RGM</b>          | Radon Gas & Mold Disclosure   |
|  |  |  | <b>CC&amp;R</b>     | CC&R Documentation  |
|  |  |  | <b>HOA</b>          | HOS Docs  |
|  |  |  | <b>FLD</b>          | Lead Based Paint & Hazards disclosures for homes built Pre 1978-usually in NHD  |
|  |  |  | <b>AAA</b>          | Additional Agent Acknowledgement if applicable  |