

Real Estate Transaction Document Checklist for Properties 1-4 Units

DOCUMENT LIST	SALE TRANSACTION (Buyer Representation)		LISTING TRANSACTION (Seller Representation)		LEASE TRANSACTION		REFERRAL TRANSACTION	
	Required	As Needed	Required	As Needed	Required	As Needed	Required	As Needed
Addendum (ADM)		X		X				
Additional Broker Acknowledgement (ABA)		X		X				
Agent Visual Inspection (AVID)	X		X					
Buyer Inspection Waiver (BIW)		X		X				
Buyer Nonagency Agreement (BNA)		X		X				
Buyers Affidavit (FIRPTA Compliance) (AB)		X		X				
Buyer's Inspection Advisory (BIA)	X		X					
California Consumer Privacy Act Advisory (CCPA)	X		X					
Cancellation of Contract, Release of Deposit & Join Escrow Instructions (CC)		X		X				
Cancellation of Listing (COL)				X				
Carbon Monoxide Detector Notice (CMD)	X		X					
Commission Agreement (CA)		X		X				
Confirmation of Real Estate Agency Relationship (AC)		X		X				
Contingency For Sale or Purchase of Property (COP)		X		X				
Contingency Removal (CR)	X		X					
Cooperating Broker Compensation Agreement (CBC)		X		X				
Counter Offer (CO)		X		X				
Demand to Close Escrow (DCE)		X		X				
Disclosure Regarding Real Estate Agency Relationship (AD)	X		X					
Escrow Closing Statement (HUD-1)	X		X					
Escrow Instructions	X		X					
Extension of Time Addendum (ETA)		X		X				
Fair Housing & Discrimination Advisory (FHDA)	X		X					
HOA Package		X		X				
Home Insurance		X		X				
Home Warranty		X		X				
Lead-Based Paint and Lead-Based Paint Hazards (FLD)	X		X					
Lease Listing Agreement (LL)				X		X		
Market Condition Advisory (MCA)	X		X					
Megan's Law Data Base Disclosure (DBD) Or SBSA	X		X			X		
Methamphetamine Contamination Notice (MCN)		X		X				
MLS Listing Printout / Flyer	X		X		X			
Notice of Nonresponsibility (NNR)		X		X				
Notice to Buyer to Perform (NBP)		X		X				
Notice to Seller to Perform (NSP)		X		X				
Preliminary Title Report	X		X					
Possible Representation of more than One Buyer or Seller (PPRC)	X		X					
Radon Gas and Mold Notice and Release Agreement test (RGM)	X		X			X		
Real Estate Transfer Disclosure Statement (TDS)	X		X					
Referral Fee Agreement (RFA)		X		X			X	
Request for Repair (RR)		X		X				
Residential Income Property Purchase Agreement & Joint Escrow (RIPA)		X		X				
Residential Lease or Month-to-Month Rental Agreement (LR)		X		X	X			
Residential Listing Agreement - Exclusive (RLA)			X					
Residential Purchase Agreement (RPA)	X		X					
Seller Nonagency Agreement (SNA)		X		X				
Seller Property Questionnaire (SPQ)	X		X					
Seller's Advisory (SA)			X					
Sellers Affidavit of Nonforeign Status (AS)		X		X				
Statewide Buyer and Seller Advisory (SBSA)	X		X					
Square Footage & Lot Size Disclosure & Advisory (SFLS)	X		X					
Tenant Estoppel Certificate (TEC)		X		X				
Termite Inspection / Completion Report	X		X			X		
Three-Day Notice to Pay Rent or Quit (PRQ)						X		
Verification of Property Condition (VP)	X		X					
Water Heater and Smoke Detector Statement of Compliance (WHSD)	X		X					
Wire Fraud and Electronic Funds Transfer Advisory (WFA)	X		X					