



Vacant Land Listing Checklist

Coversheet

Agent Name:						
Year Blt:		MLS #				
Property St Address:						
City:		Zip:				
Seller Info						
Name(s):						
Street Address:	<input type="checkbox"/>	(Same as above)				
City:		Zip:				
Phone:		Email:				
Selling Agent Info						
Name:		Company:				
Agent BRE #:		BKR BRE#:				
Phone:		Email:				
Selling Agent TC Info						
Name:		Company:				
Phone:		Email:				
Escrow Info						
Company:		Officer:				
Escrow #:		Email:		Phone:		

Listing Date	Accept Date	EMD Due Date	Disc Due to Buyer	Inspection Date	Appraisal Ordred	Appraisal Date

Appraisal Value	CR 1 Due Inspection Appraisal Loan	Disc Due to Seller	CR 2 Due Inspection Appraisal Loan	CR 3 Due Inspection Appraisal Loan	Est COE Date	Actual COE Date



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Listing Docs					
Abbrev	Doc Name	Complete	N/A	Notes	Reviewd
PP	Property Profile				
MS	Copy of Seller's Mortgage Statement(s)				
Certs	Copy of any Septic/Well Certs				
Est. CS	Estimated Closing Statement from escrow				
AD-1	Agency Disc (Seller/Listing Agent)				
VLL	Vacant Land Listing Agreement				
SA	Seller's Advisory				
PRMS	Possible Rep of More than 1 Seller				
MT	Modificaiton of Terms/Addendum				
Notify	Notify Office Staff of Listing				
CRM	Add Client to CRM				
Gift	Thank you listing gift				
Seller Disclosures - To be filled out at time of listing					
AS-1*	Seller's FIRPTA or FIRPTA from Escrow				
AS-2*	Seller's FIRPTA or FIRPTA from Escrow				
VLQ*	Seller Vacant Land Questionnaire				
Listing Input					
Sign	Order Installation of Sign/Post				
Photos	Order Property Photography				
MLS	MLS Input				
MLS-A	MLS Copy - Active Status				
Prelim	Order Prelim Title Report				
Offer					
AD-2	Agency Disc (Buyer/Selling Agent/Seller)				
VLPA	Vacant Land Purchase Agreement				
BVLIA	Buyer's Vacant Land Inspection Advisory				
SWPI	Septic & Well Inspection Addendum				
PRMB	Possible Rep of More than 1 Buyer				
PQ	Loan Pre-qual letter				
Call	Call and verify with buyer's lender				
POF	Proof of Funds				
SFA	Seller Financing Addendum				
CO	Counter Offer(s) 1 __, 2 __, 3 __, 4 __				
Open Escrow					
OE	Open Escrow - Provide info/Send contracts				
MLS-P	MLS Copy - Pending Status				
EMD	Earnest Money Deposit Receipt				
I-EMD	Increased EMD Receipt				
Est. CS	Updated Est. Closing Statement for Seller				
Prelim	Send Prelim Title Report to Escrow				
NHD	NHD Report (ordered by escrow)				
Ack	Pg11 Acknowledgment of the RPA				

EI	Escrow Instructions				
CI	Commission Instructions (broker to sign)				
CDA	Commission Disbursement Auth signed				
HOA	HOA approval (if applicable)				
Buyer Disclosures					
Disc*	Provide Seller signed disc to selling agent				
NHD Rcpt	NHD Receipt (signed by all parties)				
Prelim Ap	Prelim Title Approval signed				
Inspection	Any inspection reports of Well, Septic, Etc.				
RFR	Receipt for Reports (if applicable)				
CR	Contingency Removal 1___, 2___, 3___				
Other Disclosures					
Other					
Other					
Other					
Closing					
CS	Closing Statement/Final Hud				
MLS-Sold	MLS Copy - Sold Status				
Sign	Call for sign removal				
Review	Transaction Reviewed & Logged by Office				
Zillow	Request Zillow Review from Client				
Comm	Commission Received				
Gift	Closing Gift to Seller				