





## Residential Listing 1-4 Units Checklist

Listing Docs					
Abbrev	Doc Name	Complete	N/A	Notes	Review
PP	Property Profile	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
MS	Copy of Seller's Mortgage Statement(s)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Solar	Solar Assesment Statement (if needed)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Permits	Copy of any applicable permits	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Est. CS	Estimated Closing Statement from escrow	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
AD-1	Agency Disc (Seller/Listing Agent)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
RLA	Residential Listing Agreement	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
SA	Seller's Advisory (included in RLA)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
PRMS	Possible Rep of More than 1 Seller	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
MT	Modificaiton of Terms/Addendum	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Keys	Obtain duplicate key(s)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Notify	Notify Office Staff of Listing	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
CRM	Add Client to CRM	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Gift	Thank you listing gift	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Seller Disclosures - To be filled out at time of listing					
AS-1*	Seller's FIRPTA or FIRPTA from Escrow	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
AS-2*	Seller's FIRPTA or FIRPTA from Escrow	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
TDS*	Transfer Disclosure Statement	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
SPQ*	Seller Property Questionnaire	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
EQ RPT*	Earthquake Rpt (if blt pre-1960)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
FLD*	Lead Based Paint (if blt pre-1978)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
AVID*	Agent Visual Inspection Disclosure-Listing	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
SBSA*	Statewide Buyer & Seller Advisory	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Listing Input					
Supra	Obtain/Install Supra lockbox	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Sign	Order Installation of Sign/Post	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Photos	Order Property Photography	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
MLS	MLS Input	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
MLS-A	MLS Copy - Active Status	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Prelim	Order Prelim Title Report	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Offer					
AD-2	Agency Disc (Buyer/Selling Agent/Seller)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
RPA-BIA	Residential Purchase Agreement w/BIA	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
COP	Contingency for Sale of Buyer's Property	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
PQ	Loan Pre-qual letter	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Call	Call and verify with buyer's lender	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
POF	Proof of Funds	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
CO	Counter Offer(s) 1___, 2___, 3___, 4___	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Open Escrow					
OE	Open Escrow - Provide info/Send contracts	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
MLS-P	MLS Copy - Pending Status	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
EMD	Earnest Money Deposit Receipt	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

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	Pg10 Acknowledgment of the RPA				
EI	Escrow Instructions				
CI	Commission Instructions (broker to sign)				
CDA	Commission Disbursement Auth signed				
HOA	HOA approval (if applicable)				
<b>Buyer Disclosures</b>					
Disc*	Provide Seller signed disc to selling agent				
AB-11	Buyer's Affidavit (\$300,000 & under)				
HID	Home Inspection Ack (FHA only)				
AVID	Agent Visual Inspection Disclosure-Selling				
NHD Rcpt	NHD Receipt (signed by all parties)				
Prelim Ap	Prelim Title Approval signed				
EQ Guide	EQ/Hzd Guide (if blt pre-1960)				
EQ Rcpt	EQ Booklet Receipt				
FLD Guide	FLD Guide (if blt pre-1978)				
Hm Inp	Home Inspection Report or Wavier (BIW)				
Termite	Termite Inspection Report (if applicable)				
Hm W	Order Home Warranty (if applicable)				
Hm W	Home Warranty Confirmation Letter				
RR-RRRR-1	Request for Repairs & Seller Response to RR1				
RR-RRRR-2	Request for Repairs & Seller Response to RR2				
RFR	Receipt for Reports (if applicable)				
CR	Contingency Removal 1___, 2___, 3___				
Remind	Remind selling agent about buyer's fire ins				
<b>Other Disclosures</b>					
Hers (SD)	Home Energy Rating RPT/Booklet RCPT				
LAD (SD)	Local Area Disc Rcpt				
Other					
Other					
Other					
<b>Pre-Closing Docs</b>					
Clearance	Termite Clearance (if applicable)				
Schedule	Schedule final walk thru for VP form				
VP	Verificaiton of Property Condition				
<b>Closing</b>					
CS	Closing Statement/Final Hud				
MLS-Sold	MLS Copy - Sold Status				
Supra	Remove Supra Lockbox				
Sign	Call for sign removal				
Keys	Keys to buyer				
Review	Transaction Reviewed & Logged by Office				
Zillow	Request Zillow Review from Client				
Comm	Commission Received				
Gift	Closing Gift to Seller				