



Residential Buyer 1-4 Units Checklist

Pre-Offer Docs					
Abbrev	Doc Name	Complete	N/A	Notes	Reviewd
MLS-A	MLS Copy - Active Status				
PP	Property Profile				
AD-2	Agency Disc (Buyer/Selling Agent/Seller)				
CRM	Add Client to CRM				
Offer					
Notify	Notify Office Staff of New Escrow				
RPA-BIA	Residential Purchase Agreement w/BIA				
COP	Contingency for Sale of Buyer's Property				
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				
CO	Counter Offer(s) 1 __, 2 __, 3 __, 4 __				
SPRP	Seller's Purchase of Replacement Property				
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	Estimated Closing Statement from escrow				
Prelim	Prelim Title Report				
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)				
Buyer Disclosures					
Request	Request disclosures from listing agent				
AD-1	Agency Disc (Seller/Listing Agent)				
AS-1	Seller's FIRPTA or FIRPTA from Escrow				
AS-2	Seller's FIRPTA or FIRPTA from Escrow				
TDS	Transfer Disclosure Statement				
SPQ	Seller Property Questionnaire				
AVID	Agent Visual Inspection Disclosure-Listing				
AVID	Agent Visual Inspection Disclosure-Selling				
SBSA	Statewide Buyer & Seller Advisory				
EQ RPT	Earthquake Rpt (if blt pre-1960)				
FLD	Lead Based Paint (if blt pre-1978)				
AB-11	Buyer's Affidavit (\$300,000 & under)				
HID	Home Inspection Ack (FHA only)				
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				
Other Disclosures					
Solar	Solar Assestment Statement (if needed)				
Permits	Copy of any applicable permits				
Hers (SD)	Home Energy Rating RPT/Booklet RCPT				
LAD (SD)	Local Area Disc Rcpt				
Other					
Other					
Other					
Pre-Closing Docs					
Clearance	Termite Clearance (if applicable)				
Schedule	Schedule final walk thru for VP form				
VP	Verificaiton of Property Condition				
Closing					
CS	Closing Statement/Final Hud				
MLS-Sold	MLS Copy - Sold Status				
Keys	Keys to buyer				
Review	Transaction Reviewed & Logged by Office				
Zillow	Request Zillow Review from Client				
Comm	Commission Received				
Gift	Closing Gift to Buyer				