

Short Sale Escrow Checklist

Agent Name: _____

Property Address: _____

Buyer(s): _____

Seller(s): _____

N/A	In File	For	Where	Form
<input type="checkbox"/>	<input type="checkbox"/>	B or S	WS	1 Escrow Disbursement Authorization Form
<input type="checkbox"/>	<input type="checkbox"/>	B or S	ZF	2 Purchase Agreement, ZF-RPA-CA or ZF-NOPDA, including C.A.R Forms AD-2, PRBS, TOC-RPA, & BIA
<input type="checkbox"/>	<input type="checkbox"/>	B or S	ZF	3 Confirmation of Real Estate Agency Relationships, ZF-AC
<input type="checkbox"/>	<input type="checkbox"/>	B or S	WS	4 Addendum to Agency Disclosure
<input type="checkbox"/>	<input type="checkbox"/>	S	ZF	5 Listing Agreement, ZF-RLA, including C.A.R forms AD, PRBS, & SA
<input type="checkbox"/>	<input type="checkbox"/>	B or S	ZF	6 Counter Offer(s), ZF-CO 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	B or S	ZF	7 Addendum(s), ZF-ADM 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	B or S	ZF	8 Contingency Removal, ZF-CR
<input type="checkbox"/>	<input type="checkbox"/>	B or S	N/A	9 Receipt From Escrow for Earnest Money Check Deposit
<u>Disclosures</u>				
<input type="checkbox"/>	<input type="checkbox"/>	B or S	ZF	10 Statewide Buyer & Seller Advisory, ZF-SBSA
<input type="checkbox"/>	<input type="checkbox"/>	B	ZF	11 Market Conditions Advisory, ZF-MCA
<input type="checkbox"/>	<input type="checkbox"/>	B or S	ZF	12 Transfer Disclosure Statement (required unless non-owner occupied), ZF -TDS
<input type="checkbox"/>	<input type="checkbox"/>	B or S	ZF	13 Agent Visual Inspection Disclosure (no exceptions), ZF-A VID
<input type="checkbox"/>	<input type="checkbox"/>	B or S	ZF	14 Lead-Based Paint (Pre 1978), ZF-FLD
<input type="checkbox"/>	<input type="checkbox"/>	B or S	ZF	15 Seller Property Questionnaire, ZF-SPQ
<input type="checkbox"/>	<input type="checkbox"/>	B or S	ZF	16 Water Heater/Smoke Detector Statement (if no TDS), ZF-WHSD
<input type="checkbox"/>	<input type="checkbox"/>	B or S	ZF	17 FIRPTA, ZF-AS-I
<input type="checkbox"/>	<input type="checkbox"/>	B or S	ZF	18 Notice Of Your "Supplemental" Property Tax Bill, ZF-SPT
<input type="checkbox"/>	<input type="checkbox"/>	B or S	N/A	19 Residential Earthquake Hazards Report- last page of booklet (Pre 1960)
<input type="checkbox"/>	<input type="checkbox"/>	B or S	WS	20 Consumer Information Acknowledgement Form (booklets to email to client are found on website)
<input type="checkbox"/>	<input type="checkbox"/>	B or S	N/A	21 Natural Hazards Report (NHD) Signature Pages
<input type="checkbox"/>	<input type="checkbox"/>	S	ZF	22 Carbon Monoxide Disclosure, ZF-CMD
<input type="checkbox"/>	<input type="checkbox"/>	S	WS	23 ABS Pipe Disclosure (if house built or remodeled between 1984 and 1990)
<input type="checkbox"/>	<input type="checkbox"/>	B or S	N/A	24 Misc. & All Other Agent Disclosures
<u>Additional Disclosures for Short Sale</u>				
<input type="checkbox"/>	<input type="checkbox"/>	B or S	ZF	25 Short Sale Information and Advisory, ZF-SSIA
<input type="checkbox"/>	<input type="checkbox"/>	S	WS	26 Third Party Authorization (Seller only, if representing Seller)
<input type="checkbox"/>	<input type="checkbox"/>	B or S	ZF	27 Short Sale Addendum, ZF-SSA
<input type="checkbox"/>	<input type="checkbox"/>	B or S	N/A	28 Lender/All Other Lien Short Sale Approval(s) 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	S	N/A	29 Lender/All Other Lien Addendum(s) (if applicable) 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
<u>Reports + Inspections</u>				
<input type="checkbox"/>	<input type="checkbox"/>	B or S	ZF	30 Request for Repairs (if applicable), ZF-RR
<input type="checkbox"/>	<input type="checkbox"/>	B or S	N/A	31 Home Warranty Letter of Confirmation
<input type="checkbox"/>	<input type="checkbox"/>	B or S	N/A	32 Preliminary Report with Acknowledgement of receipt on cover page
<input type="checkbox"/>	<input type="checkbox"/>	B or S	N/A	33 Natural Hazards Report, NHD
<input type="checkbox"/>	<input type="checkbox"/>	B or S	N/A	34 Pest Inspection Report (report and cover page with acknowledgement)
<input type="checkbox"/>	<input type="checkbox"/>	B or S	N/A	35 Property Inspection Report (report and cover page with acknowledgement)
<input type="checkbox"/>	<input type="checkbox"/>	B or S	N/A	36 Other Inspection Report(s) (report and cover page with acknowledgement)
<input type="checkbox"/>	<input type="checkbox"/>	B or S	ZF	37 For Your Protection Get a Property Inspection (required if FHA or HUD owned home), ZF-HID
<input type="checkbox"/>	<input type="checkbox"/>	B	ZF	38 Buyer's Inspection Elections, ZF-BIE
<input type="checkbox"/>	<input type="checkbox"/>	B	ZF	39 Buyer's Inspection Waiver (if applicable), ZF-BIW
<input type="checkbox"/>	<input type="checkbox"/>	B	ZF	40 Verification of Property Condition, ZF -VP
<u>Condos + Properties in HOAs</u>				
<input type="checkbox"/>	<input type="checkbox"/>	B or S	N/A	41 Common Interest Disclosure, if Condo/PUD (and cover page with acknowledgement)
<input type="checkbox"/>	<input type="checkbox"/>	B or S	N/A	42 CC+Rs, HOA Budget, Financial Statement, and Mtg Minutes From Previous 12 Months (and cover page w/acknowledgement)

Legend: B= Buyer; S= Seller; BS= Buyer Seller; ZF= ZipForms; WS= Excel Website