

Spalding & Associates

Required documentation to be turned in to Broker

Property: _____ Agent _____

Special circumstances _____

Type of Sale: House ___ Condo ___ Units ___ REO ___ Short Pay ___ Probate ___ Trust ___ Commercial

1. Listing Agreement
 Seller's Advisory
 Statewide Buyer & Seller Advisory
 MLS Set up
 Transaction Information Form
 Closing Information form
2. Disclosure Re: Agency Relationship (Must be signed by buyer or seller before signing of listing or purchase agreement on 1-4 res units)
Agent represents: Buyer ___ Seller ___ Both ___
 Buyer
 Seller (from listing agent)
 Seller (from buyer's agent)
 Confirmation of Agency
 Confirmation of Dual Agency
3. Purchase Agreement:
 Registration of buyer(s) checks in check registration book
 Purchase Agreement and Joint Escrow Instructions
 Buyers Inspection Advisory
 Addendum(s) to Purchase Agreement
 Counter Offer (s)
4. Escrow Documents & Reports:
 Escrow Instructions (Escrow Company _____)
 Amendments
 Commission Statement (from escrow)
 Title Report (Title Company _____)
 Termite Report (Termite Company _____)
Termite Clearance ___ Allocation of Cost ___
 Home Warranty (Warranty Company _____)
 Physical Inspection Report(Inspection Company _____)
 City Report
 Cal Firpta Affidavit (exempt if residential under \$100,000)
 Fed Firpta Affidavit (exempt if residential under \$300,000)
5. Disclosures:
 Carbon Monoxide Detector Notice
 Disclosure and Consent for Representation of more than one Buyer or Seller
 Earthquake Hazards Report (REO, Probate & trust exempt)
 Earthquake Safety/Environmental Book – receipt
 Gas Shut Off Valve (if residential in Los Angeles, West Hollywood or Santa Monica)
 Home energy rating booklet - receipt
 Lead Based Paint Disclosure (if residential built prior to 1978)
 Lead based paint booklet – receipt
 Local Area Disclosure
 Market Conditions Advisory
 Property Disclosure Report - provided by: _____)
 Natural Hazard Disclosure Statement
Signed by: Buyer _____ Seller _____ Agent _____ Agent _____
 San Fernando Valley Assoc. of Realtors Addendum to Purchase Agreement
 Seller Property Questionnaire
 Smoke Detector /Water Heater Bracing Statement of Compliance
 Supplemental Statutory and Contractual Disclosure
 Toilet Retrofit Disclosure (if located in Los Angeles or Santa Monica)
 Transfer Disclosure Statement (I -4 residential units unless REO, Probate or Trustee)
 Agent inspection statement: made in the TDS: yes ___ no ___, or AVID Buyer's Agent _____/Seller's Agent _____
 Water Conservation Compliance Statement (if in Los Angeles or Santa Monica)