

C.A.R. DOCUMENTS REQUIRED TO CLOSE A REO

(in addition to Excel Realty & Mortgage, Inc. required documents attached)

- Agency Disclosure for Buyer/Seller, if representing Buyer; Seller only, if representing Seller, WF-AD
- Disclosure/Consent for More Than One Buyer/Seller, if representing Buyer and Seller (dual agent), WF-DA
- Listing Agreement Including Sellers Advisory, if representing Seller, WF-RLA
- Agency Disclosure for Other Agent, WF-AD
- Purchase Contract Fully Executed Including Pre-Approval Letter and Buyers Inspection Advisory, WF-RPA-CA
- Counter Offer(s), WF-CO
- Addendum(s), WF-ADM
- Contingency Removal, WF-CR
- Sale of Buyer's Property Contingency (if applicable), WF-COP
- Statewide Buyer & Seller Advisory, WF-SBSA
- Market Conditions Advisory, WF-MCA
- Notice of Your "Supplemental" Property Tax Bill, WF-SPT
- Agent Visual Inspection Disclosure (no exceptions), WF-AVID
- Lead-Based Paint (Pre 1978), WF-FLD
- Wood Destroying Pest Addendum (if applicable), WF-WPA
- Seller Property Questionnaire, WF-SPQ
- Water Heater/Smoke Detector Statement (if no TDS), WF-WHSD
- FIRPTA, WF-AS-1
- Home Owner Association Information Request if REO, Seller only, if representing Seller), WF-HOA
- REO Advisory (Buyer only), WF-REO
- REO Advisory Listing (Seller only, if representing Seller), WF-REOL
- Request for Repairs (if applicable), WF-RR
- For Your Protection Get a Property Inspection (required if FHA or HUD owned home), WF-HID
- Verification of Property Condition, WF-VP
- Buyer's Inspection Waiver (if applicable) WF-BIW

REO ESCROW CHECKLIST

Agent Name: _____

Representing: Buyer Seller

Property Address: _____

Buyer(s): _____

Seller(s): _____

<i>N/A</i>	<i>In File</i>	<i>For</i>	<i>Where</i>
<input type="checkbox"/>	<input type="checkbox"/>	B or S	WS New Escrow Information/Commission Demand
<input type="checkbox"/>	<input type="checkbox"/>	B or S	WF Agency Disclosure for Buyer/Seller, if representing Buyer; Seller only, if representing Seller, WF-AD
<input type="checkbox"/>	<input type="checkbox"/>	B or S	WF Agency Disclosure for Other Agent, WF-AD
<input type="checkbox"/>	<input type="checkbox"/>	B or S	WS Addendum to Agency Disclosure
<input type="checkbox"/>	<input type="checkbox"/>	BS	WF Disclosure/Consent for More Than One Buyer/Seller, if representing Buyer and Seller (dual agent), WF-DA
<input type="checkbox"/>	<input type="checkbox"/>	S	WF Listing Agreement Including Sellers Advisory, if representing Seller, WF-RLA
<input type="checkbox"/>	<input type="checkbox"/>	B or S	WF Purchase Contract Fully Executed Including Pre-Approval Letter and Buyers Inspection Advisory, WF-RPA-CA
<input type="checkbox"/>	<input type="checkbox"/>	B or S	WF Counter Offer(s), WF-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	WF Addendum(s), WF-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	WF Contingency Removal, WF-CR
<input type="checkbox"/>	<input type="checkbox"/>	B or S	WF Sale of Buyer's Property Contingency (if applicable), WF-COP
<input type="checkbox"/>	<input type="checkbox"/>	B	WS Earnest Money/Deposit Check Routing Form (no exceptions, if you are representing buyer)
<input type="checkbox"/>	<input type="checkbox"/>	B or S	N/A Receipt From Escrow for Earnest Money Check Deposit
<u>Disclosures</u>			
<input type="checkbox"/>	<input type="checkbox"/>	B or S	WF Statewide Buyer & Seller Advisory, WF-SBSA
<input type="checkbox"/>	<input type="checkbox"/>	B	WF Market Conditions Advisory, WF-MCA
<input type="checkbox"/>	<input type="checkbox"/>	B or S	WF Agent Visual Inspection Disclosure (no exceptions), WF-AVID
<input type="checkbox"/>	<input type="checkbox"/>	B or S	WF Lead-Based Paint (Pre 1978), WF-FLD
<input type="checkbox"/>	<input type="checkbox"/>	B or S	WF Wood Destroying Pest Addendum (if applicable), WF-WPA
<input type="checkbox"/>	<input type="checkbox"/>	B or S	WF Seller Property Questionnaire, WF-SPQ
<input type="checkbox"/>	<input type="checkbox"/>	B or S	WF Water Heater/Smoke Detector Statement, WF-WHSD
<input type="checkbox"/>	<input type="checkbox"/>	B or S	WF FIRPTA, WF-AS-1
<input type="checkbox"/>	<input type="checkbox"/>	B or S	N/A Residential Earthquake Hazards Report (last page of booklet)
<input type="checkbox"/>	<input type="checkbox"/>	B or S	WS Consumer Information Acknowledgment Form (booklets to email client are found on website)
<input type="checkbox"/>	<input type="checkbox"/>	B or S	N/A Natural Hazards Report Signature Pages
<input type="checkbox"/>	<input type="checkbox"/>	B or S	N/A Misc. & All Other Agent Disclosures
<u>Additional Disclosures for REO</u>			
<input type="checkbox"/>	<input type="checkbox"/>	S	WF Home Owner Association Information Request if REO, Seller only, if representing Seller), WF-HOA
<input type="checkbox"/>	<input type="checkbox"/>	B	WF REO Advisory (Buyer only), WF-REO
<input type="checkbox"/>	<input type="checkbox"/>	S	WF REO Advisory Listing (Seller only, if representing Seller), WF-REOL
<u>Reports + Inspections</u>			
<input type="checkbox"/>	<input type="checkbox"/>	B or S	WF Request for Repairs (if applicable), WF-RR
<input type="checkbox"/>	<input type="checkbox"/>	B or S	N/A Home Warranty Letter of Confirmation
<input type="checkbox"/>	<input type="checkbox"/>	B or S	N/A Preliminary Report (report and cover page with acknowledgement)
<input type="checkbox"/>	<input type="checkbox"/>	B or S	N/A Natural Hazards Report
<input type="checkbox"/>	<input type="checkbox"/>	B or S	N/A Pest Inspection Report (report and cover page with acknowledgement)
<input type="checkbox"/>	<input type="checkbox"/>	B or S	N/A Property Inspection Report (report and cover page with acknowledgement)
<input type="checkbox"/>	<input type="checkbox"/>	B or S	N/A Other Inspection Report(s) (report and cover page with acknowledgement)
<input type="checkbox"/>	<input type="checkbox"/>	B or S	WF For Your Protection Get a Property Inspection (required if FHA or HUD owned home), WF-HID
<input type="checkbox"/>	<input type="checkbox"/>	B	WS Buyer's Inspection Elections, WF-BIE
<input type="checkbox"/>	<input type="checkbox"/>	B	WF Buyer's Inspection Waiver (if applicable), WF-BIW
<input type="checkbox"/>	<input type="checkbox"/>	B	WF Verification of Property Condition, WF-VP
<u>Condos + Properties in HOAs</u>			
<input type="checkbox"/>	<input type="checkbox"/>	B or S	N/A Common Interest Disclosure, if Condo/PUD (and cover page with acknowledgement)
<input type="checkbox"/>	<input type="checkbox"/>	B or S	N/A CC+Rs, HOA Budget, Financial Statement + Meeting Minutes From Previous 12 Months (and cover page with acknowledgement)



DISBURSEMENT AUTHORIZATION FORM

Property Address

Type of Trans.

Agent Name

Listing Price

Sales Price

Contract Date

Closing Date

Total Percent Com.

Listing Commission

Sales Commission

Credit From Your Commission

Who is the credit to?

Total Excel Realty Commission
(Enter this amount at the bottom of form)

E & O Insurance Fee

Real Estate Broker Fee

Expected Agent Commission

Escrow Information:

Escrow Co.

Escrow #

Address

Phone

Fax

Escrow Officer

Email Address

Cooperating Agent Information:

Company

Address

Name

Phone

Fax

Email

Buyer Information:

Name

Name

Phone

Seller Information:

Name

Phone

New Address

Escrow Broker Demand

When signed below Excel Realty & Mortgage authorizes a check to be written as indicated below and delivered to the main office address listed below, along with a copy of the closing statement and this form as remittance advice.

Total Check To Excel Realty

Date _____
Must Be Signed By Broker Of Record,

Addendum to Disclosure Regarding Real Estate Agency Relationships



Seller's / Buyer's Associate Licensee and Broker agree to exercise due diligence and reasonable efforts to achieve the purpose of the agency relationship. By the signing of this Addendum to the Disclosure Regarding Real Estate Agency Relationships, Buyer / Seller and Associate Licensee and Broker agree that the scope of the Associate Licensee and Broker's representation of the Buyer / Seller is limited by the terms of this Addendum.

Associate Licensee and Broker shall not have the duty or responsibility to perform the following: (1) decide the purchase price of the subject property; (2) guarantee the condition of the subject property; (3) have responsibility or liability for defects that are not known to Associate Licensee or Broker and are not observable by a reasonably diligent visual inspection of accessible areas of the subject property; (4) verify, inspect, guarantee or warrant the repairs performed by or at the instruction of the Seller; (5) identify property boundary lines or verify lot size or square footage; (6) verify inspection reports and representations of others, including, but not limited to termite or pest control inspectors or their clearance, contractors, home inspectors, soils or other engineers, and any other inspections or representations made by others concerning the condition of the subject property; (7) provide legal or tax advice; (8) inspect of areas off the site of the subject property; (9) obtain, review or verify permits; (10) inspect public records concerning the title or use of the subject property; (11) investigate or advise on soil stability, geologic conditions, drainage, hazardous substances, structural conditions of improvements, or the condition of the roof, heating, air conditioning, plumbing, electrical, well, sewer, septic, waste disposal or other systems; (12) provide any advice or information that exceeds the knowledge, education and experience required to obtain a real estate license.

I/WE HAVE READ AND UNDERSTAND THIS ADDENDUM AND ACKNOWLEDGE RECEIPT OF A COPY OF THIS ADDENDUM TO THE DISCLOSURE REGARDING REAL ESTATE AGENCY RELATIONSHIPS.

Buyer / Seller _____ Date _____ Time _____

Buyer / Seller _____ Date _____ Time _____

Agent _____ By _____ Date _____
(Print Name) (Associate Licensee or Broker Sign)

ER
EXCEL REALTY®

Deposit Check Routing Form

Name of Agent: _____

Property Address: _____

Buyer's Name(s): _____

Escrow # _____ Title Company _____

Phone # _____ Title Officer _____

Picked-Up By/Delivered By: _____ Date: _____

Attach Check Here and Photo Copy

Receipt for Returned Deposit

(Signature lines below only to be used if property falls out of escrow and deposit check is returned to buyer)

The undersigned Buyer(s) hereby acknowledge(s) receipt of un-cashed check given in deposit on property address as listed above from the deposit receipt dated: _____

Buyer: _____ Date: _____

Agent: _____ Date: _____



Receipt for Energy Commission Letter
Regarding New Duct Sealing Requirements

The undersigned Buyer(s) and Seller (s) acknowledge receipt of the attached letter dated August 2, 2005 from the California Energy Commission regarding the New Duct Sealing Requirements that became effective on October 1, 2005.

Depending upon certain conditions, if a central air conditioner or furnace was installed or replaced after October 1, 2005, the ducts must be tested for leakage. If the ducts leak 15% or more, then repairs must be made to the ducts. Additional testing may then be required to verify that the work was done properly. It is strongly recommended that all of this work be done by licensed contractors who should obtain all required permits.

These new duct sealing requirements may impact a Seller's disclosure obligations and/or any negotiations between principals regarding replacing heating, ventilating, and air conditions systems (HVAC). These new requirements may increase the costs associated with replacing or installing a HVAC system.

Realtors do not have the requisite expertise to determine the need for testing or sealing ducts and will not verify the information provided about the condition of the HVAC system by others.

The undersigned acknowledge receipt of this disclosure and the attached letter.

Property Address: _____

Date: _____ Seller: _____

Date: _____ Seller: _____

Date: _____ Buyer: _____

Date: _____ Buyer: _____

CALIFORNIA ENERGY COMMISSION

1516 Ninth Street
Sacramento, California 95814
Main website: www.energy.ca.gov

LETTER TO HOMEOWNERS:

NEW DUCT SEALING REQUIREMENTS - YOU WILL BENEFIT

Beginning October 1, 2005, you must have your home's ducts tested for leaks when you have a central air conditioner or furnace installed or replaced. Ducts that leak 15 percent or more must be repaired to reduce the leaks. After your contractor tests and fixes the ducts, you choose whether to have an approved third-party field verifier check to make sure the duct testing and sealing was done properly or to have your house included in a random sample where one in seven duct systems are checked.

Duct sealing is not required in the following situations: 1) when homes are in specific coastal climates; 2) when systems have less than 40 feet of ductwork in unconditioned spaces like attics, garages, crawlspaces, basements or outside the building, or 3) when ducts are constructed, insulated or sealed with asbestos. There also are specific alternatives that allow high efficiency equipment and added duct insulation to be installed instead of fixing duct leaks.

You also should know that any contractor failing to obtain a required building permit and failing to test and repair your ducts is violating the law and exposing you to additional costs and liability. Real estate law requires you to disclose to potential buyers and appraisers whether or not you obtained required permits for work done on your house. If you do not obtain a permit, you may be required to bring your home into compliance with code requirements for that work and you may have to pay penalty permit fees and fines prior to selling your home.

The greatest energy use in California homes is for central air conditioning and heating. Most homes with central air conditioning and heating systems have ducts that were never properly sealed. **The average home's ducts leak around 30 percent of the conditioned air outside the home. These leaks are taking money straight out of your pocketbook.** Properly sealed ducts will lower your energy bills, reduce pollution inside your home, and help to avoid a repeat of the inconvenience and health and safety risks that we suffered during the power blackouts in 2000.

For more information, please contact the Energy Commission Efficiency Hotline at (800) 772-3300, or visit our website at www.energy.ca.gov/title24/changeout.

Date: August 2, 2005

JACKALYNE PFANNENSTIEL
Vice Chair Commissioner

ARTHUR H. ROSENFELD, Ph. D.



CONSUMER INFORMATION ACKNOWLEDGEMENT

To whom it may concern,

The REALTOR(S) representing the parties to this transaction have provided a copy of the consumer information publication which contains the following publicly available information:

The State of California Environmental Protection Agency "Residential Environmental Hazards: A Guide for Homeowners, Homebuyers, Landlords and Tenants"

The United States Environmental Protection Agency "Protect Your Family From Lead In Your Home"

The State of California Seismic Safety Commission "The Homeowner's Guide to Earthquake Safety"

Property Address _____

Buyer(s) _____ Date _____

Seller(s) _____ Date _____

Listing Agent _____ Date _____

Selling Agent _____ Date _____



BUYER'S ELECTION OF INSPECTION TO BE PERFORMED

(Note: Each numbered paragraph must be checked)

Pursuant to the Real estate Purchase Contract and Receipt for Deposit concerning the property at _____, CA, the following terms and conditions are incorporated and the following list of inspections to be performed are made a part thereof. Buyers reserve the right to have these or other inspections DURING THE TIME LIMIT set forth in the contract. EXCEL REALTY, it's agents and brokers, strongly recommend that the Buyer(s) satisfy themselves as to the physical condition of the above referenced property. The following inspections IN ADDITION TO A PEST INSPECTION are TYPICAL in _____ County.

1. **Home Inspection Services** – This inspection is intended to reveal the general condition of the property; structural, foundation, electrical, plumbing and other conditions of the subject property.
Buyer(s) **will** _____ **will not** _____ be ordering a physical inspection. **Est., cost \$250 to \$400**
2. **Roof Inspection** – This inspection is intended to reveal the present condition of the roof, evidence of past or current leaks and the approximate remaining life of the roof. A guarantee of life expectancy is **NOT INCLUDED.**
Buyer(s) **will** _____ **will not** _____ be ordering a roof inspection. **Est., cost \$50 to \$75**
3. **Environmental Inspection Report** – In addition to reading the “Environmental Hazard: Guide for homeowners and Buyers” booklet, Buyer(s) can order an environmental inspection report by an expert. This inspection may reveal conditions, which may be hazardous to human health.
Buyer(s) **will** _____ **will not** _____ be ordering an environmental inspection report. **Est., cost \$175 to \$300**
4. **Pool Inspection** – This inspection is intended to reveal the condition of the pool, spa and related systems.
Buyer(s) **will** _____ **will not** _____ be ordering a pool inspection **Est., cost \$50 to \$75**
5. **Appliance Inspection** – This inspection is intended to reveal problems with oven, range, dishwasher, and similar built-in appliances.
Buyer(s) **will** _____ **will not** _____ be ordering an appliances inspection. **Est., cost \$35 to \$50**
6. **Heating/Air Conditioning Inspection** – This inspection is intended to reveal problems with heating and air conditioning units.
Buyer(s) **will** _____ **will not** _____ be ordering heating/air conditioning inspection. **Est., cost \$55 to \$110**
7. **Solar Water Heater, Panels or Similar** – This inspection is intended to reveal problems with the solar system or similar units.
Buyer(s) **will** _____ **will not** _____ be ordering a solar water/heater or similar units inspection. **Est., cost \$45 to \$75**
8. **Fireplace/Chimney Inspection** – This inspection is intended to reveal the structural condition of the exterior or interior aspects of the fireplace; safety condition of the interior or flue sections including chimney caps and spark arresters.
Buyer(s) **will** _____ **will not** _____ be ordering a fireplace/chimney inspection. **Est., cost \$50 to \$75**

9. **Rural Property Inspection in Addition to 1 through 8**

Well and Pump – THIS LIMITED inspection is intended to reveal the general condition of the well and potability of the water.

Buyer(s) **will** _____ **will not** _____ be ordering this inspection. **Est., cost \$90**

Septic System – This inspection reveals the condition of the septic tank and leach lines.

Buyer(s) **will** _____ **will not** _____ be ordering this inspection.

10. **Other Inspections Requested by Buyer** _____

_____ **Est., cost \$** _____

INSPECTIONS ARE NOT A GUARRANTEE OR WARRANTY OF FUTURE SERVICE ABILITY.
INSPECTIONS MAY ALSO REVEAL CONDITIONS, WHICH COULD LEAD TO FUTURE PROBLEMS.

Buyer's Initials _____/_____

The cost for the above inspection(s) is the responsibility of the party ordering the inspection, not the Agent(s) or the Broker(s). Buyer and Seller authorize payments for the above inspections to be paid in escrow or, in the event the transaction does not close, to be deducted from buyer's deposit with the balance of the deposit processed recording to the terms of the contract.

Buyer: _____ **Signature** _____ **Date:** _____

Buyer: _____ **Signature** _____ **Date:** _____



WALK-THROUGH

Client Name: _____ Date _____

Client Name: _____

Property Address: _____

A walk-through inspection is the Buyers' contractual right but is not an obligation. This checklist form has been provided as a courtesy to enable you (the Buyer) to check whether the property has been maintained in the same general condition as on the date of acceptance, that agreed upon repairs are completed and to confirm compliance with terms of the Purchase Contract, dated _____.

1. Has the property and improvements, all structures, pools, spas, Grounds and landscaping been maintained in the same general condition as on date of acceptance?YES NO
2. Is the property reasonably clean and free of all personal belongings and debris?.....YES NO
3. Are all appliances, electrical, plumbing, heating and cooling systems in working order?.....YES NO
4. Any cracked or broken glass?.....YES NO
5. Any broken or damaged screens?.....YES NO
6. Have all agreed upon repairs been completed?.....YES NO

If the answer to any of the above questions is YES, please explain below:

Buy signing this document, Buyer(s) do not waive any rights contained in the Purchase Contract

BUYER(S) HAVE COMPLETED THEIR WALK-THROUGH INSPECTION

BUYER _____ DATE _____

BUYER _____ DATE _____

As a reminder, If you have not already obtained one, home protection plans are available which may cover some or all of the systems in this property.