



Listing - Document Checklist

Fully completed checklist and all executed forms must be turned in together to start this process within 48 hours.

Office Turn-in Date: ___ / ___ / ___ **MLS #** _____

Listing Agent: _____ **BRE#:** _____

List Date: _____ **Expire Date:** _____ **Office Turn-in Date:** _____

Property Address: _____ **Year Built:** _____

Agency Status: ___ Single Agency ___ Dual Agency

Transaction Status: ___ Exclusive Right ___ Agency ___ Open

Transaction Type: ___ Traditional Sale ___ 1031 Exchange ___ Short Sale ___ REO

___ Lease/Option ___ Single Family ___ Condo ___ Cloud Condo ___ Townhome

___ Twin Home ___ Residential (2-4 units) ___ Multi-unit (5+) Residential ___ Commercial

___ New Construction ___ Lots & Land

Seller Name: _____

Seller Phone: _____ **Seller Email:** _____

HOA Contact Name: _____ **HOA Phone:** _____

Seller to Obtain Home Warranty Coverage? Yes No

APN: _____ **Listing Price:** \$ _____

Company Listing Percentage (eg. 3%): ___% **Total Commission:** \$ _____

Any negotiated commissions (other than MLS) shall be agreed in writing between all parties.

Lead Source (eg. Open House): _____

Agent Documents

- CMA – Recent Sold Comparable Properties at Time of Listing (one line list)
- Title & Escrow Fees Regarding the Sale
- Tax Record (Property Profile Report Including Non-MLS Comps from Title)
- MLS Printout with Picture

CAR Forms

- Disclosure Regarding RE Agency (AD)
- Possible Representation – Buyer/Seller (PRBS)
- Listing Agreement (RLA)
- Seller’s Advisory (SA)
- Real Estate Transfer Disclosure Statement (TDS)
- Seller Property Questionnaire (SPQ)
- Agent’s Visual Inspection (AVID)
- Statewide Buyer & Seller Advisory (SBSA)
- Market Conditions Advisory (MCA)
- Water Heater and Smoke Detector (WHSD)
- Carbon Monoxide (CDM)
- FIRPTA (Seller’s Affidavit of Non-foreign Status) (AS)
- Lead Based Paint (FLD) – required if year built 1978 or prior
- Short Sale Listing Addendum (SSA) – CAR Form (If applicable)
- Short Sale Information & Advisory (SSIA) – CAR Form (If applicable)

CPRE Forms

- HOA Questions
- San Diego Local Area Disclosures Receipt
- Environmental Hazards Receipt (required if year built 1978 or prior)
- Earthquake Hazards Report/Receipt (required if year built 1960 or prior)
- Water Cert / Transfer of Responsibility (If buyer to be responsible)
- Energy Rating Form
- Home Protection Plan or _____ Wavier