



Sale – 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

Other Agent Name: _____

Other Agent Phone: _____ **Other Agent Email:** _____

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

Home Warranty Company: _____

Plan Type: _____ **Plan Amount:** \$ _____

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

- MLS Print-out with Photo
- Tax Record (Property Detail Report)
- Pre-Approval Letter
- Proof of Funds (Verification of Down Payment & Closing Costs)

CAR Forms

- Disclosure Regarding RE Agency Relationships (AD-2)
- Possible Representation – Buyer/Seller (PRBS)
- Residential Purchase Agreement (RPA-CA)
- Buyer’s Inspection Advisory (BIA)
- Counter Offers (CO)
- Addendums (ADM)
- Market Conditions Advisory (MCA)
- Statewide Buyer & Seller Advisory (SBSA)
- Cover Sheet
- HOA Questions
- Short Sale Addendum (SSA) (Expiration Date _____) (6 months recommended)
- REO Advisory (RA) – *if applicable*
- Trust Advisory (TA) – *if applicable*
- Short Sale Purchase Addendum (*required for Coastal Pacific Real Estate Short Sales*)

Contract Dates (*Actual Dates, Not Number of Days*)

- Acceptance Date: _____ / _____ / _____
- Verification of Deposit Due Date: _____ / _____ / _____
- Verification of Down Payment: _____ / _____ / _____
- Disclosures Due to Buyer: _____ / _____ / _____
- Home Inspection Contingency: _____ / _____ / _____
- Loan Contingency Removal: _____ / _____ / _____
- All Contingency Removal: _____ / _____ / _____
- Short Sale Expiration: _____ / _____ / _____
- Close of Escrow: _____ / _____ / _____