

REMAX ONE **SALES FILE** CHECKLIST

1-4 RESIDENTIAL UNITS



All documents marked in red are **mandatory** to complete your file.

AGENT NAME: _____

PROPERTY ADDRESS: _____

LISTING AGREEMENT

- ☐ All documents that auto populate with Listing Agreement (AD-S, RLA, MLSA, BCA, SA, CCPA-S)
- ☐ Possible Representation of Both Buyer and Seller (PRBS-S)
- ☐ Authorization to Exclude from MLS (SELM)
- ☐ Disclosure Information Advisory (DIA)
- ☐ Realtor Acknowledgement and Disclosure (RAD), *If Applicable*

SALES DOCUMENTS

- ☐ Buyer/Broker Compensation Agreement, **if representing buyer** (BRBC)
- ☐ Possible Representation of Both Buyer and Seller (PRBS-B) **Must be signed with the BRBC**
- ☐ All documents that auto populate with Purchase Agreement (AD-B, RPA, BIA, FHDA, BHIA, WFA, CCPA-B) **BHIA and BIA only needed if representing the buyer.**
- ☐ Seller Counter/Multiple Counter Offers (SCO/SMCO)
- ☐ Buyer Counter Offers (BCO)
- ☐ REMAX One Affiliated Business - **Must be signed with the RPA**
- ☐ REMAX One Addendum - **Must be signed with the RPA**
- ☐ Local Area Disclosure Prepared by the Local Board of Realtors
- ☐ Statewide Buyer and Seller Advisory (SBSA)
- ☐ All documents included in the Escrow Opening Package (EI, CI, Receipts for Deposit, EHA)
- ☐ Seller Property Questionnaire (SPQ)
- ☐ Agent Visual Inspection Disclosure (AVID-L, AVID-S)
- ☐ Transfer Disclosure Statement (TDS)
- ☐ Exempt Seller Disclosure, **if exempt from providing TDS** (ESD)
- ☐ Water Heater and Smoke Detector Statement of Compliance, **only if TDS exempt** (WHSD)
- ☐ Water Conserving Plumbing Fixtures and Carbon Monoxide Detector Notice (WCMD)
- ☐ NHD report and executed Signature Page
- ☐ Fire hardening and Defensible Space Advisory and Disclosure (FHDS)
If located in a severe or high fire zone.
- ☐ Earthquake Disclosure and EQ Book Receipt, **Built Prior to 1960**
- ☐ Lead Paint Disclosure, **Built Prior to 1978** (LPD)
- ☐ Request for Repairs and Response to the Requests for Repairs (RR/RRRR)
- ☐ Contingency Removal (CR)
- ☐ Contingency For the Sale of Buyer's Property (COP)
- ☐ Seller's Purchase of Replacement Property (SPRP)

- ☐ **Market Condition Advisory (MCA)**
- ☐ Verification of Property (VP)
- ☐ All documents included in Escrow Closing Package (FIRPTA, Closing Statement, Amendments)
- ☐ Sales Report, CDA, Copy of Checks
- ☐ **Home Inspection Report, and all other inspection reports**
- ☐ **Representative Capacity Signature Disclosure, *if not completed on the RPA* (RCSD)**
- ☐ Trust Advisory (TA)
- ☐ Misc. Addenda (ADM)
- ☐ Solar Advisory and Questionnaire, ***if property has a solar energy system*** (SOLAR)
- ☐ Non-Standard Forms Advisory (NSF)
- ☐ Probate Advisory (PA)
- ☐ Any Additional CAR forms used in the transaction and not listed above.
- ☐ Buyer/Financial Personal Information, ***if representing buyer*** (BFPI)
- ☐ Buyer's Inspection Waiver, ***if representing buyer*** (BIW)
- ☐ Termite Report, and completion report if any
- ☐ General Inspection Report - ***Include all reports for any inspections performed.***