

TRANSACTION CHECK LIST

LISTING FILE:

- ___ AGENCY DISCLOSURE (AD-S)
- ___ LISTING AGREEMENT (RLA) (SA)
- ___ AUTHORIZATION TO EXCLUDE (SELM)

SOLD FILE:

- ___ AGENCY DISCLOSURE (AD -B)
- ___ PURCHASE AGREEMENT (RPA) BUYERS INSPECTION ADVISORY (BIA) INCLUDED
- ___ COUNTER OFFER / SMCO
- ___ POSSIBLE REPRESENTATION OF MORE THAN ONE BUYER OR SELLER (PRBS)
- ___ WIRE FRAUD ADVISORY (WFA)
- ___ RE/MAX ONE ADDENDUM AND LOCAL ADDENDA
- ___ RE/MAX ONE AFFILIATED BUSINESS DISCLOSURE
- ___ MISC. ADDENDA
- ___ STATEWIDE BUYERS AND SELLERS ADVISORY (SBSA)
- ___ ESCROW INSTRUCTIONS AND AMENDMENTS
- ___ RECEIPT FOR DEPOSIT
- ___ FIRPTA
- ___ SELLER PROPERTY QUESTIONNAIRE (SPQ)
- ___ AGENT VISUAL INSPECTION DISCLOSURE (BOTH LISTING AND SELLING) (AVID)
- ___ TRANSFER DISCLOSURE STATEMENT (TDS)
- ___ WATER CONSERVING PLUMBING FIXTURES AND CARBON MONOXIDE DETECTOR NOTICE (WCMD)
- ___ NHD FULLY EXECUTED SIGNATURE PAGE
- ___ CONTINGENCY REMOVAL (CR)
- ___ SALES REPORT
- ___ DISCLOSURE INFORMATION ADVISORY (DIA)
- ___ REQUEST FOR REPAIRS (RR)
- ___ SELLER RESPONSE AND BUYER REPLY TO REQUEST FOR REPAIR (RRRR)

IF APPLICABLE OR OPTIONAL:

- ___ FIRE HARDENING AND DEFENSIBLE SPACE ADVISORY, DISCLOSURE AND ADDENDUM (PRIOR TO 2010)
- ___ SOLAR ADVISORY AND QUESTIONNAIRE (SOLAR)
- ___ REPRESENTATIVE CAPACITY SIGNATURE DISCLOSURE (RCSD)
- ___ SELLERS PURCHASE OR REPLACEMENT PROPERTY (SPRP)
- ___ LEAD PAINT DISCLOSURE (PRIOR TO 1978)
- ___ EARTHQUAKE DISCLOSURE AND EQ BOOK RECEIPT (PRIOR TO 1960)
- ___ MARKET CONDITIONS ADVISORY (MCA)
- ___ TRUST /PROBATE ADVISORY
- ___ EXEMPT SELLER DISC. (ESD) (IF TDS IS NOT REQUIRED)
- ___ TERMITE REPORT
- ___ TERMITE COMPLETION
- ___ VERIFICATION OF PROPERTY (VP)
- ___ CONTINGENCY FOR SALE OF BUYERS PROPERTY (COP)
- ___ WATER HEATER AND SMOKE DETECTOR STATEMENT OF COMPLIANCE (WHSD: **ONLY IF TDS IS EXEMPT**)