TRANSACTION FILE CHECKLIST | REALTYCONNECTIONGROUP.COM

Property A	Address:		Escrow #
Name			
Purchase:		Offer Date	e: Offer Acceptance: Listing:
Escrow Op	ened:		Estimated COE Date:
Received (X)	Fully Executed (X)	Form Abbrev	Required B & S Seller Required Buyer
		AD	Agency Disclosure
		AC	Confirmation of Real Estate Agency Relationships (change of agency during escrow)
		FHDA	Fair Housing & Discrimination Advisory
		PRBS	Possible Repres. of More Than 1 Buyer/Seller - Disclosure & Consent
		WFA	Wire Fraud and Electronic Funds Transfer Advisory
		ССРА	California Consumer Privacy Act Advisory
		SFL	Square Footage & Lot Size Advisory
		DEDA	Designated Delivery Electronic Delivery Address Amendment
			LISTING SIDE
		RLA	Residential Listing Agreement (Exclusive)
		SA	Sellers Advisory
		ASA-1	Additional Signature Addendum (for more than 2 sellers)
		AAA	Additional Agent Acknowledgement (Under same broker)
		ABA	Additional Broker Acknowledgement (Under different brokers)
		RCSD-S1	Representative Capacity Signature Disclosure (Trust, Corp, LLC, Pertnerships, Estate, Pwr of Attorney)
		TA	Trust Advisory
		SELM	Seller Instruction to Exclude from MLS
		AS	Seller's Affidavit of Non-foreign Status
		VLL	Vacant Land Listing Agreement
		PVOH	Property Visit & Open House Advisory
		PVR	Photo & Video Release
		RRRR	Seller Reponse to Request for Repairs
		NBP	Notice to Buyer to Perform
		DCE	Demand to Close Escrow
		KLA	Keysafe/lockbox Addendum & Tenant Permission to Enter Property
		TEC	Tenant Estoppel Certificate
		SPRP	Seller's Purchase of Replacement Property
		TOPA	Tenant-Occupied Property Addendum (1-4 units)
		SIP	Seller License to Remain in Possession Addendum (29 days or less)
			BUYER SIDE
		BRBC	Buyer Representation & Broker Compensation Agreement
		RPA	Residential Purchase Agreement Pg 10 completed by escrow:
		BIA	Buyer's Investigation Advisory
		ASA-1	Additonal Signature Addendum (for more than 2 buyers)
		AAA	Additional Agent Acknowledgement (Under same broker)
		ABA	Additional Broker Acknowledgement (Under different brokers)

СВС	Cooperation Broker Compensation				
СОР	Contingency for Sale of Buyers Property				
RR	Request for Repairs				
NSP	Notice to Seller to Perform				
CR	Contingency Removal #1: #2 #3 #3				
RLAS	Residential Lease After Sale (Seller to remain in possession for 30+ days)				
ТОРА	Tenant-Occupied Property Addendum (1-4 units)				
ВТА	Buyer Transactional Advisory				
FAAA	Fair Appraisal Act Addendum				
MU-PA	Mixed-Used Purchase Addendum				
NODPA	Notice of Default Purchase Agreement (used for investor buyers on NOD props)				
	FHA & VA				
FVAC	FHA/VA Amendment Clause				
FVA	FHA or VA Notice & Addendum				
	RESIDENTIAL INCOME TRANSACTIONS				
	Buver				
RIPA	Residential Income Property Purchase Agreement & Joint Instructions (2+ units)				
	Seller				
CLA	Commercial & Residential Income Listing Agreement				
CSPQ	Commercial Seller Property Questionnaire (use with CPA or RIPA)				
	PROBATE TRANSACTIONS				
	Buver				
PA-PA	Probate Agreement Addendum (to be be used with RPA or RIPA)				
	Seller				
PLA	Probate Listing Addendum & Advisory (to be included with the RLA)				
PA	Probate Advisory				
1 450	AMMENDMENT				
AEA	Amendment of Existing Agreement Terms				
	Counter Offers				
SCO	Seller Counter Offer #1 #2 #3 #3				
BCO	Buyer Counter Offer #1 #2 #3 #3				
SMCO	Seller Multiple Counter Offer #1 #2 #3 #3				
ADA	ADDENDUMS				
ADM	#1				
DISCLOSURES					
DIA.	Seller				
DIA	Disclosure Information Advisory				
ESD	Exemption Seller Disclosure				
TDS	Real Estate Transfer Disclosure Statement				
SPQ	Seller Property Questionnaire				
AVID	Agent Visual Inspection Disclosure				
SBSA	Statewide Buyer & Seller Advisory				
WHSD	Water Heater & Smoke Detector Statement of Compliance				

	CMD	Carbon Monoxide Detector Notice
W	VCMD	Water-Conserving Plumbing Fixtures & Carbon Monoxide Detector Notice
F	FHDS	Fire Hardening & Defensible Space Advisory, Disclosure & Addendum
V	VFDA	Wild Fire Advisory (<i>if in wildfire area</i>)
	LPD	Lead Based Paint Disclosure (built prior to 1978)
F	RGM	Mold Disclosure (if HUD-owned property)
		Septic Report & Certification (<i>if applicable</i>)
В	BHAA	Buyer Home Owner Association (HOA) Advisory
H	OA-IR	Homeowner Association Information Request (HOA's)(may also need HOA-RN & HOA-RS)
	QS	Qualified Substitute Declaration of Possession of Transferors Affidavit of Non-Foreign Status
	*	Hazards Booklet Signature Page # 6 (pg 6 & booklets located in e-pubs library)
	*	Booklets: Environmental, Lead (prior to '78), Energy, Earthquake(prior to '60) & Hazards
S	OLAR	Solar Advisory & Questionnaire
		D
		Buyer
	HID	For Your Protection Get a Home Inspection (HUD Home Inspection Notice-FHA)
	BIE	Buyer Inspection Elections
	BIW	Buyer Inspection Waiver
	AVID MCA	Agent Visual Inspection Disclosure
	DBD	Market Conditions Advisory
	SPT	Megan's Law Data Base Disclosure Notice of Your Supplemental Property Tax Bill
	BMI	Buyer's Material Issues Advisory
	NCOA	Non-contingent Offer Advisory
	100/1	Non-contingent oner Advisory
		SHORT SALES
		Buyer
	SSA	Short Sale Addendum
		Seller
	SSIA	Short Sale Information Advisory
	DSSC	Delivery of or failure to deliver short sale lender written consent
		Bank/Lender Short Sale Approval Letter
REO (Real	Estate	Owned - for lender selling property after foreclosure)
		Buver
	REO	REO Advisory
		Seller
F	REOL	REO Listing Advisory
		OTHER
		Buyer
	\/D	Release of Deposit & Joint Escrow Instructions for Cancellation
	VP	Verification of Property Condition (<i>To be completed within 5 days from COE</i>)
		Bank Loan Approval Letter

ESCROW ITEMS REPORTS					
	Deposit	Initial money deposit receipt from escrow			
	*	Commission Instructions			
	CDA	Commission Disbursement Ammendment			
	*	Escrow Instructions Amendment to E.I. (if applicable):			
	*	Preliminary Title Report: Buyer Acknowledgement:			
	*	Home Inspection Report			
	*	Home Warranty			
	*	Natural Hazard Disclosure (NHD) (1-4 units) NHD Signature Pg.			
		Termite Report : Termite Clearance Date Received:			
		Buyers of approval of HOA docs			
		City Inspection 9a Report (if applicable, for seller & buyer files)			
	ETA	Extension of Time Addendum			
	*	Final HUD/Escrow Closing Statement			
	COL	Cancellation of Listing			
	CC	Cancellation of Contract			
CLOSE OF ESCROW					
Funding Date:		Recording Date: Form Revised: 12.28.2022			