

SERVICING YOUR LISTING BEFORE THE SALE

DATE COMPLETED

ACTIVITIES/DISCLOSURE

Market analysis & other pre-listing activities.
 List features & amenities of property. Create suggestions for property preparation & repairs.
 Order property profile: Is Seller Individual? Multiple Sellers? Trustee? Executor/Administrator?
 If Property in Trust, obtain copy trust document; If Probate Sale, does Seller have authority to sell?
 (Court Order?) If Power of Attorney, see document.
 Give Seller "Residential Listing Agreement" (Form RLA-exclusive or RLAA-agency or RLAN-open). If
 Multiple Sellers, did you get all signatures on listing contract? If seller is signing the Listing contract in
 a representative capacity, use the "Representative Capacity Signature Disclosure" (Form RCSD).
 Prepare "Estimated Seller's Proceeds" (Form ESP). Verify Loan Information/Short Payoff.
 Give Seller "Disclosure Regarding Real Estate Agency Relationships" (Form AD), "Possible
 Representation of more than one Buyer or Seller - Disclosure and Consent" (Form PRBS), the C.A.R.
 "Property Transaction Booklet," and the "Consumer Guide to Disclosure Requirements for Sellers."
 Have Seller complete "Real Estate Transfer Disclosure Statement" (Form TDS).
For TDS, consider additional issues: Lot size, Square footage? (from prior appraisal? from
 assessor's office? from original plans? Include a statement to the effect that this information has
 not been personally verified by the listing broker). Death on property within last 3 years? Flood
 disaster insurance? Mello-Roos district? (Seller to request form from local taxing agency) Any
 City/County Disclosures? Any Prior Inspection Reports? Any Other Material Facts Regarding the
 Property? Radon Gas? Mold Problem? If so, use "Radon Gas and Mold Notice and Release
 Agreement" (Form RGM) Industrial Use Zone? (Form SSD). **Seller Must Disclose All Material Facts!**
 If Seller is providing TDS, have seller complete the "Seller Property Questionnaire" (Form SPQ).
 Keysafe/Lock Box Authorization (Form KLA), Obtain Key from Seller (if applicable, obtain tenant
 approval).
 Install Lock Box/Place FOR SALE sign on the property.
 Prepare listing information sheet. Place listing on MLS; Check MLS listing for accuracy! If applicable,
 have Seller complete "Seller Instruction to Exclude Listing From the Multiple Listing Service" (Form
 SELM) and/or "Seller Instruction to Exclude Listing from the Internet" (Form SELI).
 Prepare classified ads, brochures and promotional flyers.
 Set up broker's caravan and open house.
 Have Seller complete "Seller's Affidavit of Nonforeign Status and/or California Withholding
 Exemption" (Form AS).
 Water Heater Braced? Have Seller complete "Water Heater Statement of Compliance" (Form WHS)
 or "Water Heater and Smoke Detector Statement of Compliance" (Form WHSD) or complete Section
 2D of the TDS.
 Smoke Detectors? (Check local law for compliance) If Property is a Single-Family Home or Factory-Built
 Housing have Seller complete "Water Heater and Smoke Detector Statement of Compliance" (Form
 WHSD) or complete Section 2D of the TDS.
 Carbon Monoxide Detectors? (Check local law for compliance) Seller must note presence of
 detectors on TDS.
 Give Seller the "Combined Hazards Book" (Includes the The Homeowner's Guide to Earthquake
 Safety, Environmental Hazards: Guide for Homeowners and Buyers, and Protect Your Family
 From Lead in Your Home). Have Seller complete "Lead-Based Paint and Lead-Based Paint
 Hazards Disclosure, Acknowledgement and Addendum for Pre-1978 Sales" (Form FLD). Give
 Seller The Commercial Property Owner's Guide to Earthquake Safety, if Property built of cinder
 blocks or bricks (non-frame) construction.
 Tenants to Remain in Property? Use "Tenant In Possession Addendum" (Form TIP) and Request
 Estoppel Certificate from tenants (Form TEC)
 Does Seller want to exchange property as a 1031 exchange? Have Seller complete "Seller Intent
 to Exchange Supplement" (Form SES) - Give this to prospective buyer's agent to incorporate into
 purchase offer.
NATURAL HAZARD ZONES - Have Seller complete the "Natural Hazard Disclosure Statement"
 (Form NHD) or order a substituted report from a private company.
 Property is in an Earthquake Fault Zone?
 Property is in a Flood Hazard Area (Zone A or V)? Area of Potential Flooding?
 Property is in a Seismic Hazard Zone?
 Property is in a State Responsibility (Fire) Area?

SERVICING YOUR LISTING DURING THE ESCROW PERIOD

DATE COMPLETED

ACTIVITIES/DISCLOSURE

Property is in a Very High Fire Hazard Severity Zone?

COMMON INTEREST DEVELOPMENT (e.g., condo)? Get Copies of Articles of Incorporation, Bylaws, CC&Rs, Current Financial Statement, Minutes of Meetings, Other Association Documents. If necessary, have Seller complete "Homeowner Association Information Request" (Form HOA1)

New Subdivision Property? Get Copy of Public Report (Conditional, Preliminary, or Final). If applicable, have Seller complete "New Construction Property Disclosure Statement" (Form NCDS)

Be sure Residential Purchase Contract, any applicable Contract Addenda (e.g., "Contingency for Sale of Buyer's Property" - Form COP, "Seller's Purchase of Replacement Property" -Form SPRP, "Interim Occupancy Agreement" (Buyer in Possession Prior to Close of Escrow) - Form IOA, "Seller in Possession Addendum" - Form SIP, "Residential Lease After Sale" (Seller in Possession After Close of Escrow) - Form RLAS) and all Counter Offers (Form SCO and/or BCO) are signed/initialed by all parties.

Buyer's Good Faith Deposit - Log check into Trust Account Transaction Log (if applicable) - Broker Trust Account? Escrow?

Deliver all the above forms (purchase contract and all addenda) to Escrow.

Give the Buyer the completed "Transfer Disclosure Statement" (Form TDS).

Give the Buyer the "Combined Hazards Book" and the completed "Lead-Based Paint and Lead-Based Paint Hazards Disclosure, Acknowledgement and Addendum for Pre-1978 Sales" (Form FLD).

Give Buyer the "Property Transaction Booklet." Obtain a signed copy of the "Disclosure Regarding Real Estate Agency Relationships" (Form AD) signed by the Seller and the Buyer's Agent.

Give Buyer "Possible Representation of more than one Buyer or Seller" (Form PRBS).

Report Sale to Broker/Manager. Report Sale to MLS as Pending.

Buyer's Increased Deposit? Have Buyer Complete "Increased Deposit/Liquidated Damages" (Form RID)

Obtain Buyer's loan prequalification.	Report/Letter Delivered to Seller?	_____
Order Preliminary (Title) Report.	Report/Letter Delivered to Buyer?	_____
Order Structural Pest Control Inspection.	Report Delivered to Buyer?	_____
Receive Pest Control Certification Report.	Report Delivered to Buyer?	_____
Order City/County Retrofit Report, if applicable.	Report Delivered to Buyer?	_____
Buyer's "Request for Repair" (Form RR)?	Report Delivered to Seller?	_____
"Seller Response and Buyer Reply to Request for Repair" (Form RRRR)	Report Delivered to Buyer?	_____
Subsequent Repair on Property?	Report Delivered to Buyer?	_____

Seller Financing? "Seller Financing Addendum and Disclosure" (Form SFA) to be completed by Buyer's Agent.

Have Seller complete "Notice to Buyer to Perform" (Form NBP) if Buyer has not timely removed contingencies.

Buyer's final verification of property condition performed. Have Buyer complete "Verification of Property Condition" (Form VP)

ALL DISCLOSURE BOOKLETS/FORMS GIVEN TO BUYER? Signed Receipts?

Can use "Receipt for Reports" (Form RFR) to obtain signed acknowledgments from Buyer.
(Use Checklist Provided On Next Page of Folder)

FOR YOUR LEGAL PROTECTION
Document All Telephone and Personal Conversations
Related to the Transaction

Property Address ~~3225 E 17th St, Oakley, CA 94621~~XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

File Number _____

Date Opened _____

AFTER THE ESCROW HAS CLOSED - DOCUMENTS FOR YOUR FILE

DATE COMPLETED

ACTIVITIES/DISCLOSURE

- Keys Delivered to the Buyer
- Sign Removed from Property
- Lock Box Removed from Property
- Reported to MLS as Closed
- Sale Reported to Broker/Manager

DISCLOSURE FORMS - CONTRACTS (not all may be applicable or necessary):

- Agency Confirmation (AC-6 for change of agency during escrow)
- Agency Disclosure (AD)
- Agent's Visual Inspection Disclosure (AVID when no TDS required)
- Buyer's Investigation Advisory (BIA)
- Cancellation of Contract, Release of Deposit and Joint Escrow Instruction (CC)
- "Combined Hazards Book" (includes Environmental Hazards Booklet, Lead Paint Booklet, Homeowners Earthquake Guide)
- Contingency Removal (CR)
- Contract of Sale (Purchase Contract, Counter Offers and Addenda - various forms available)(e.g. RPA-CA)
- Cooperating Broker Compensation and Escrow Instruction (CBC)
- Earthquake Guide: Commercial Property Owner's Guide
- Estoppel Certificate (Tenants)
- Exclusive Authorization and Right to Sell (Form RLA) or other Listing Contract
- FIRPTA/Buyer's Affidavit (AB) (not required if AS completed by Seller)
- FIRPTA-California Withholding/Seller's Affidavit (AS) or Qualified Substitute Declaration (Form QS if applicable)
- HUD Home Inspection Notice (HID)
- Industrial Use Zone Location (SSD or other)
- Interim Occupancy Agreement (IOA) or Residential Lease After Sale (RLAS)
- Lead Paint Notice (FLD)
- Local Disclosures
- Lock Box Authorization Addendum (LBA-11)
- Megan's Law Disclosure (If language is not on purchase contract, use Form DBD)
- Mello-Roos Tax and 1915 Bond Act Assessment Notice (Govt. form or on substituted NHD)
- Military Ordnance Location (SSD or other)
- Mold Disclosure (RGM)
- Natural Hazard Disclosure Statement (NHD or substituted disclosure)
- Pest Control Report
- Seller Property Questionnaire (Form SPQ)
- Transfer Disclosure Statement (TDS)
- Verification of Property Condition (VP)
- Water Heater and Smoke Detector Statement of Compliance (Form WHSD)

SUBDIVISION - CONDOMINIUM DISCLOSURES:

- Homeowner Association Information Request (HOA1, HOA2, HOA3)
- Articles of Incorporation/Association
- Blanket Encumbrance Release (new subdivision)
- Bylaws
- Current Financial Statement
- CC&Rs (Restrictions)
- List of Defects
- Minutes of Board/Membership Meetings
- Operating Budget
- Public Report (Conditional, Preliminary, or Final) (new subdivision)
- Rules & Regulations
- Statement of Assessment and Fees
- Statement of Residency Restriction Based on Age
- Study of Reserves

ADDITIONAL BROKER/OFFICE REQUIREMENTS:

**Place All Documents Related to the Transaction
Into a File and Save for 3 Years**