



EXECUTIVE BANKERS
— REALTY —

Transaction Disclosure Checklist

Agent Name: _____ Agent Direct Phone No: _____

Cooperating Agent Name & No: _____ BRE Lic# _____

Seller's Name: _____ Buyer's Name: _____

Property Address: _____

Purchase Listing

Disclosures marked with an "M" are mandatory. Items marked with an "IA" are If Applicable. If an "M" item is not complete and in your file, a written explanation is required.

Agent Initials	Item #	Form ID #	Listing Disclosures	1-4 Units	S.S.	REO	Pro-bate	M.H.
	1	Listing Agreement & Advisory	Use Appropriate Listing Agreement and Advisory: <ul style="list-style-type: none"> (RLA) Residential Listing Agreement and (SA) Seller's Advisory (TLA) Trust Listing Agreement and (TAL) Trust Advisory (MHL) Manufactured Home Listing Addendum and Advisory (VLL) Vacant Land (SP) Single Party Compensation or (CA) Commission Agreement REO Bank Agreement/Assignment and (REOL) Listing Advisory 	M RLA	M RLA	M Bank	M RLA	M MHL
	3	ARC	Authorization to Receive and Convey information. Signed by seller		M			
	13	COL	Cancellation of Listing. Only office manager is authorized to sign.	IA	IA	IA	IA	IA
	15	HOA1	Homeowners Association Information Request. In paragraph 2 put your office address.	IA	IA	IA	IA	IA
	16	HOA2	HOA Charges for Required Documents. Give copy to seller when received from HOA.	IA	IA	IA	IA	IA
	17	HOA3	HOA Charges for Other Documents. Give copy to seller when received from HOA.	IA	IA	IA	IA	IA
	7	KLA	Keysafe/Lockbox Addendum and Tenant Permission to Access Property. Mandatory if Tenant in property; Recommended if Seller occupied.	IA	IA	IA	IA	IA
	14	NPB	Notice of Prospective Buyer. Issued before listing expires.	IA	IA	IA	IA	IA
	8	NSE	Notice of Sale and Entry. Provided by Seller to Tenant.	IA	IA	IA	IA	IA
	9	RGM	Randon Gas and Mold Notice. HUD owned properties.	IA	IA	IA	IA	IA
	2	SA	Seller's Advisory	M	M	M	M	M
	6	SELI	Seller's Instruction to Exclude from Internet.	IA	IA	IA	IA	IA
	5	SELM	Seller Instruction to Exclude Listing from MLS.	IA	IA	IA	IA	IA
	12	SES	Seller's Intent to Exchange Supplement. When investor seller is planning on doing a 1031 exchange.	IA	IA	IA	IA	IA
	11	SP	Single Party Compensation Agreement.	IA	IA	IA	IA	IA
	4	SSIA	Short Sale Information Advisory. Seller to sign at time of Listing. Buyer to sign at time contract is created.		M			
	10	TAL/PLA	Trust Advisory Listing. If title to the property is held in a trust or a probate.	IA	IA	IA	IA	IA
Agent Initials	Item #	Form ID #	Sales Disclosures	1-4 Units	S.S.	REO	Pro-bate	M.H.
	1	RPA	Use appropriate Purchase Agreement and Advisory:	M	M	M	M	M
	2		• (RPA) Residential and (BIA) Buyer's Inspection Advisory					
	3		• (NODPA) Notice of Default Purchase Agreement	M	M	M	M	M
	4		• (PPA) Probate Purchase Agreement and Probate Advisory (PAK)	M	M	M	M	M
	5		• (MHPA) Mobile Home/Manufactured Home Purchase Agreement					
	23	AC	Agency Confirmation.	IA	IA	IA	IA	IA
	15	ADM	Addendum. Used when additional items need to be added to a form.	IA	IA	IA	IA	IA
	14	BCO	Buyer Counter Offers. Be sure to include all versions. (i.e. 1, 2, 3, 4)	IA	IA	IA	IA	IA
	6	BIA	Buyer's Inspection Advisory. Included with RPA.					
	18	BUO	Back Up Offer. Used when establishing priority of back up offer(s).	IA	IA	IA	IA	IA
	27	CBC	Cooperating Broker Compensation	IA	IA	IA	IA	IA
	19	CCA	Court Confirmation Addendum.	IA	IA	IA	IA	IA
	16	COP	Contingency for Sale of Buyer's Property. When buyer has a property to sell before they can buy this property.	IA	IA	IA	IA	IA
	22	DCE	Demand to Close Escrow.	IA	IA	IA	IA	IA
	24	FVA	FHA or VA Notice and Addendum.	IA	IA	IA	IA	
	25	FVAC	FHA /VA Amendatory Clause.	IA	IA	IA	IA	
	26	HID	For Your Protection Get a Home Inspection.	IA	IA	IA	IA	
	20	NBP	Notice to Buyer to Perform.	IA	IA	IA	IA	IA
	21	NSP	Notice to Seller to Perform.	IA	IA	IA	IA	IA
	8	N SPT	Notice of "Your Supplemental Property Tax Bill"					
	10	PRE/APP	Prequalification/ Pre -Approval letter. At sale price or more.	IA	IA	IA	IA	IA
	12	SCO	Seller Counter Offer. Include all versions. (I.E. 1,2,3,4)	IA	IA	IA	IA	IA
	9	SPRP	Seller's Purchase of Replacement Property. When this sale is contingent on finding a replacement property.					

	11	SIP or RLAS	Seller In Possession or Residential Lease After Sale. SIP when seller remains in possession of property from 1 to 29 days RLAS when seller remains in possession 30 days or longer.	IA	IA	IA	IA	IA
	13	SMCO	Seller Multiple Counter Offer. If seller's original counter offer is NOT a Multiple counter offer, but then becomes one, the seller must rescind the original CO with a WOO (Withdrawal of offer) and then issue a SMCO to all parties.	IA	IA	IA	IA	IA
	17	TIP	Tenant In Possession. Whenever tenant remains in possession beyond close of escrow. Must also have copies of tenants lease agreements or estoppel certificates.	IA	IA	IA	IA	IA
Agt Initials	Item #	Form ID #	All Transaction Disclosures	1-4 Units	S.S.	REO	Pro-bate	M.H.
	1	AD 2	Agency Disclosure 2, Buyer and buyer's agent. Must be signed by seller when offer is presented.	M	M	M	M	M
	7	AVID	Agent Visual Inspection Disclosure. From Executive Bankers Realty Agent.	M	M	M	M	M
	21	AVID	Agent Visual Inspection Disclosure. From Cooperating Agent.	IA	IA	IA	IA	IA
	19	BA AB	Buyer's Affidavit. Applies if personal residence \$300,000 or less.	IA	IA	IA	IA	IA
	2	CDA	Commission Disbursement Authorization.	M	M	M	M	M
	6	PEAD	Coronavirus Property Entry Advisory and Declaration	A	A	A	A	A
	15	EBRABA	EBR Affiliated Business Agreement. Must be dated prior to or the same date as the Listing Agreement. Applicable if Purchase Loan Is In -House.	IA	IA	IA	IA	IA
	8	EH & SB	Environmental Hazard and Safety Book Receipt. Trust transactions are exempt.	M	M	M	M	M
	18	ESD	Exempt Seller Disclosure. Applies when Seller has never lived on the property. (i.e New Property, REO, Trust Sales, Bankruptcy)	IA	IA	IA	IA	IA
	20	HER	Earthquake Hazard Report. If built prior to 1960. Year built .	IA	IA	IA	IA	IA
	16	L FLD	Lead Based Paint and Lead Based Paint Hazards. For pre 1978 Housing Sales, Leases, Rentals .	IA	IA	IA	IA	IA
	5	MCA	Market Condition Advisory.	M	M	M	M	M
	4	MLS	MLS Print Out. Showing "Active or Closed"	M	M	M	M	M
	9	NHD	Natural Hazard Disclosure signature page.	M	M	M	M	M
	3	PP	Property Profile	M	M	M	M	M
	17	PRS	Possible Representaion of More than one Buyer or Seller.	IA	IA	IA	IA	IA
	23	REO	REO Advisory.	IA	IA	IA	IA	IA
	6	SA/QS	Seller's Affidavit (FIRPTA) or Qualified Substitute. QS typically will come from escrow.	M	M	M	M	M
	10	SBSA	Statewide Buyer and Seller Advisory.	M	M	M	M	M
	14	SPQ	Seller Property Questionnaire.	M	M			M
	25	SS	Short Sale Lender's Approval Notice. 1st and 2nd Lien Holders.		M			
	26	SSA	Short Sale Addendum.		M			
	27	SSIA	Short Sale Information Advisory. Seller to sign at time of listing.		M			
	22	TA	Trust Advisory.	IA	IA	IA	IA	IA
	24	TDS	Transfer Disclosure Statement. If exempt then use WHSD, CMD & ESD (MHTDS/mobile home).	IA	IA			IA
	12	WCMD	Water Conservation Carbon Monoxide Disclosure.	M	M	M	M	M
	11	WFA	Wire Fraud Advisory. Fully Executed	M	M	M	M	M
	13	WHSD	Water Heater and Smoke Detector Statement of Compliance.	M	M	M	M	IA
Agt Initials	Item #	Form ID #	Closing Disclosures & Reports	1-4 Units	S.S.	REO	Pro-bate	M.H.
		AI	Additional Inspections (ie. City Inspection Report)	IA	IA	IA	IA	IA
		CC	Cancellation of Contract.	IA	IA	IA	IA	IA
		CCC	Copy of Commission Check.	M	M	M	M	M
		CI	Commision Instructions	M	M	M	M	M
		CR	Contingency Removal. 1,2,3. If subject property is our Listing, provide NBP if buyer has not removed contingencies.	IA	IA	IA	IA	IA
		EA	Escrow Amendments.	IA	IA	IA	IA	IA
		EI	Escrow instructions.	M	M	M	M	M
		EMD	Escrow Receipt for Earnest Money Deposit. Escrow Receipt for Earnest Money Deposit OR Wire Confirmation.	M	M	M	M	M
		ETA	Extention of Time Amendment.	IA	IA	IA	IA	IA
		FH	Escrow Closing Statement/ Final HUD	M	M	M	M	M
		HIR	Home Inspection Report or Buyer's Inspection Waiver.	M	M	M	M	M
		HWW	Home Warranty or Waiver.	M	M	M	M	M
		RFR	Receipt for Reports.	IA	IA	IA	IA	IA
		RR	Request For Repairs.	IA	IA	IA	IA	IA
		RRRR	Seller's Response and Buyers Reply to Request For Repairs.	IA	IA	IA	IA	IA
		TR	Termite Report and Clearance or Waiver. Condos not Required	IA	IA	IA	IA	IA
		VP	Verification of Property Condition or Waiver. Inspection has to be done prior to COE.	M	M	M	M	M
			Violation and fines: Associate-Licensee compensation will be delayed and will incur a \$200 Penalty fee due to incomplete files or files turned in after 48 hours after the close of escrow.					
			Agent Signature: _____					
			Broker: _____					