

MGR REAL ESTATE CHECKLIST RESIDENTIAL SALE

[File must be submitted to Management within 5 days of executed Listing or Purchase Agreement]

MGR AGENT INFO

Agent1 _____

Agent2 _____

Listing Sale

PROPERTY INFO

Address _____

City _____

Zip _____

Year Built _____

Sale Date _____

Transaction Type: Standard REO Short Sale Other: _____ Property Type: SFR Condo Townhome Mobile Home

- TRANSACTION DOCUMENTS -

Order of File: Top - MGR Flow Sheet, followed by this checklist, followed by the documents below in **reverse** numerical order

Agent Tracking	No.	Source	Name of Form	Rcv'd By	Date
LISTING AGREEMENT					
	1	AD	Disclosure Regarding RE Agency (Seller to Listing agent) - Bottom of file		
	2	RLA	Residential Listing Agreement		
	3	MLS	Property Profile Data Page		
	4	MLS	Print Agent Full Report from MLS		
	5	SSIA	Short sale Information and Advisory (if applicable)		
	6	ARC	Authorization to Receive & Convey Information (if applicable)		
	7	REOL	REO Advisory (if applicable)		
	8	MGR	Order "For Sale" sign up		

Agent Tracking	No.	Source	Name of Form	Rcv'd By	Date
PURCHASE AGREEMENT					
	9	AD	Disclosure Regarding RE Agency - Buyer to selling agent when offer written	PRBS	
	10	AD	Disclosure Regarding RE Agency - Seller to selling agent when offer presented		
	11	MGR	Log Earnest Money Deposit in Trust Ledger		
	12	RPA-CA	California Residential Purchase Agreement		
	13	RPA- pg1	Confirmation of Agency		
	14	FVA	FHA or VA Notice & Addendum (Required for FHA/VA Loans)		
	15	SFA	Seller Financing Addendum (if applicable)		
	16	COP	Contingency For Sale or Purchase (if applicable)		
	17	PAA-1	Purchase Agreement Addendum (if applicable)		
	18	REO	REO Advisory (if applicable)		
	19	SSA	Short Sale Addendum (if applicable)		
	20	CO	Counter Offers, Addendums, Modifications		
	21	MLS	Print Agent Full Report from MLS		
	22	MLS	Property Profile Data Page		
	23	CBC	Cooperating Broker Compensation Agreement & Escrow (if applicable)		
	24	CR	Contingency Removal		
	25	HID	For your protection: Get a home inspection (if applicable)		

Agent Tracking	No.	Source	Name of Form	Rcv'd By	Date
ESCROW					
	26	Escrow	Receipt From Escrow for Earnest Deposit Money		
	27	Escrow	Escrow Instructions, Commission, Amendment etc.,		
	28	Escrow	Escrow Confirmation (RPA Page 10 of 10)		
	29		Other:		

Agent Tracking	No.	Source	Name of Form	Rcv'd By	Date
DISCLOSURES					
	30	TDS	Real Estate Transfer Disclosure Statement		
	31	AVID	Agent Visual Inspection Disclosure (Both agents must complete)	L.A. B.A.	
	32	SPQ	Seller Property Questionnaire OR ↓		
	33	SSD	Supplemental Statutory & Contractual Disclosure		
	34	SBSA	Statewide Buyer and Sellers Advisory		
	35	FLD	Lead-Base Paint and Lead Base Paint Hazard (only if built prior to 1978)		
	36	AS	Seller's Affidavit of Non-Foreign Status (for each seller) OR Qualifying Substitute		
	37	Escrow	593C and Sellers Affidavit		
	38	AB11	Buyer Affidavit (purchase price under \$300,000)		
	39	CMD	Carbon Monoxide Detector Notice		
	40	WHSD	Water Heater & Smoke Detector Statement of Compliance		
	41	MGR	MGR Affiliated Business Disclosure (if applicable)		
	42		Other: PEAD-V		

Agent Tracking	No.	Source	Name of Form	Rcv'd By	Date
REPORTS					
	43	Title	Preliminary Title Report		
	44	LA	Mandatory Natural Hazard Report Acknowledgment		
	45	LA	Supplemental Tax Disclosure (Mello-Roos, CFD etc.,)		
	46	SPT	Notice of Your Supplement Property Tax Bill		
	47	LA	Wood Destroying Pest Report (termite)		
	48	LA	Wood Destroying Pest Completion		
	49	SA	Home Inspection Report		
	50	BIW	Buyer Inspection Waiver (if applicable)		
	51	RR	Request For Repairs		
	52	LA/Escrow	CC&R's , Articles of incorporation, Bylaws, Budget etc., (Condos & PUDs)		
	53	Zipforms	Receipt of Homeowners Guide To Earthquake Safety Booklet (if built prior to 1960)		
	54	Zipforms	Residential Earthquake Hazards Report Page (if built prior to 1960)		
	55	RFR	Receipt for Reports		
	56		Other:		

Agent Tracking	No.	Source	Name of Form	Rcv'd By	Date
CLOSING					
	57	Agent	Home Warranty Plan		
	58	VP	Verification of Property Condition		
	59	Agent	Sale reported to MLS (Print Agent Full Report from MLS)		
	60	Agent	Order "For Sale" sign down (if listing agent)		
	61		Other:		
	62	Escrow	Buyer/Seller FINAL Closing Statement		

FILE APPROVAL

Manager's Signature _____ Date _____

