



# Commercial File Checklist

Keller Williams Realty Westside  
Use for Commercial Retail Buildings, etc (Rev 5.21.20)  
(all items to be numbered in lower right corner & arranged bottom to top)

Submit for compliance review one week prior to close.

<b>Agent Name:</b>		Prepared by (if other than agent):			
<b>Property Address:</b>					
Source or CAR Form #	#	Listing Taken	Preparer Initials	Compliance Initials	Notes
(all items to be numbered in lower right corner & arranged bottom to top)					
MLS	1	MLS Printout Showing "Active" Status or Loopnet			
CAR-AD	2	Agency Disclosure - Seller -Listing Agent			
CAR-CLA	3	Commercial Listing Agreement			
KW	4	KW Affiliated Business Disclosure (Signed by Seller)			
CAR-CCPA	5	California Consumer Privacy Act Advisory (CCPA) - Signed by Seller			
KW	6	Co-Broker Agreement			
CAR-PIA	7	Photo Image Agreement- Required if you Hire a Photographer			
<b>Additional Documents - If Applicable</b>					
		Advisory: Trust (TA): _____ Probate (PAK) _____			
		Short Sale (SSIA) _____ REO (REO) _____			
		Representative Capacity Signature Addendum (RCSD) - For Trust, Probate, POA, Corp, LLC, etc.			
		Additional Signature Addendum - For 3 or More Buyers o Sellers			
		Additional Agent Acknowledgment (AAA)			
		Additional Broker Acknowledgment (ABA)			
		Modification of Terms (MT)			
		Keysafe/Lockbox Addendum (KLA)			
		Tenant Estoppe Certificate (TEC)			
		Seller Instruction to Exclude Listing from the MLS (SELM)			
		Cancellation of Listing (COL)			
<b>Sale File</b>					
(all items to be numbered in lower right corner & arranged bottom to top)					
MLS	8	MLS Sheet (U or Pending) -If on MLS or LoopNet)			
Escrow	9	Escrow's Earnest Money Deposit			
CAR-AD	10	Agency Disclosure -2			
CAR-CCPA	11	California Consumer Privacy Act Advisory (CCPA) Signed by Party representing KW			
CAR-WFA	12	Wire Fraud Advisory			
CAR-CPA	10	Fully Executed Commercial Purchase Agreement - incl ALL Counters			
CAR-CO	11	Counter Offers			
CAR-CR	12	Contingency Removal			
KW	13	KW Commercial Addendum			
Escrow	14	Escrow Instructions			
Escrow	15	Escrow Acknowledgment (last page of RPA)			
Escrow	16	Escrow Amendments			
Escrow	17	Commission Instructions			
Escrow	18	Preliminary Title Report			
Escrow	19	Preliminary Report Approved by Buyer			
Escrow	20	Commercial NHD Disclosure Report			
Escrow	21	Commercial NHD Disclosure Statement			
Escrow	22	City of LA Report			
Escrow	23	Certificate of Compliance (City of Los Angeles)			
Escrow	24	FIRPTA			
KW	25	CDA			
KW	26	KW Affiliated Business Disclosure			
KW	27	Legal Form			
CAR-WCMD	28	Water Conserving Plumbing Fixtures & Carbon Monoxide Detector (WCMD)			
CAR-FLD	29	Lead-Based Paint Disclosures (FLD) - required if Property Built before 1978			
<b>Additional Documents - If Applicable</b>					
		Rent Rolls - signed by buyer			
		Request for Repair			
		RRRR			
		KW AVID			
		Other AVID			
		TDS			
		SPQ			
		Local Addendum			
		Other Broerage Addendum			
		Advisory: Trust (TA): _____ Probate (PAK) _____ Short Sale (SSIA) _____ REO (REO) _____			
		Representative Capacity Signature Addendum (RCSD) - For Trust, Probate, POA, Corp, LLC, etc.			
		Additional Signature Addendum - For 3 or more buyers or sellers			
		Assignment of Agreement Addendum (AOAA) - To Change Original Buyers - to Add, Delete and/or Assignee			
		Additional Agent Acknowledgment (AAA)			
		Additional Broker Acknowledgment (ABA)			
		Cancellation of Contract (CC)			
		Notice to Buyer to Perform (NBP): 1 _____ 2 _____ 3 _____			
		Notice to Seller to Perform (NSP): 1 _____ 2 _____ 3 _____			
		Demand to Close (DCE)			
		Coop Broker Compensation (CBC) _____ Commission Agreement (CA) _____ Sgl Party Compensation (SP) _____			