



CLOSED PROPERTY TRANSACTION CHECKLIST

COMMERCIAL

ITEMS		AGENT INITIAL	BROKER INITIAL	NOTES
LISTING	Listing Agreement (CLA)			
	Addendum/Ammendment to Listing Agreement			
	Property Profile Page			
PURCHASE	LOI			
	Counter LOI			
	Purchase Agreement (RIPA/CPA)			
	Counter Offer(s) (CO)			
	Agency Confirmation (AC)			
	Purchase Agreement Addendum (PAA)			
	Intent to Exchange (BES/SES)			
	Cooperating Broker Commission Agreement (CBC)			
	Contingency Removal (CR)			
	Verification of Property Condition (VP)			
ESCROW	Closing Statement(s)			
	California Withholding Exemption			
	FIRPTA			
	Escrow Instructions			
	Escrow Deposit Receipt			
	Escrow Ammendments/Addenda			
	Seller Property Questionnaire (SPQ)			
	Water Heater Statement of Compliance (WHS)			
	Commercial Earthquake Safety Book Receipt			
Tenant Estoppel Certificates				
REPORTS	Property Inspection Report			
	NHD Report			
	NHD Receipt			
	Preliminary Title Report			
	LA 9A Report			
	LA Water Certificate			

Notes

Reviewed By:	Date

Doc #	TITLE	Broker Required	FORM DESIG	NOTES / CA-RPA REFERNECE
C101	Agency (both) if applicable *	X		
C102	KW Greensheet & Commission Disbursement (CD) *			
C103	Letters of Intent (if received)			
C104	Purchase and Sale Agreement (contract)*			
C105	Counter Offer(s) (if any)*			
C106	Addendums to Purchase and Sale Agreement			
C107	Amendments to Purchase and Sale Agreement			
C108	Escrow Instructions *			
C109	Receipt for initial Deposit (EMD) *			
C110	Prelim Title Report (original & supplements) *			
C111	Property Profile (from Title) *			
C112	Escrow Closing statement *			
C113	Seller FIRPTA Federal & CA *			
C114	Listing Agreement (SP/Commission Agreement) *			
C115	NHD and signed NHD summary *			
C116	Lead Based paint disclosure (pre-1978 properties) *			
C117	Certificate of Compliance *			
C118	9a City of Los Angeles if LA *			
C119	Retrofit Invoice (or communication) *			
C120	KWADD/SRAR *			
C121	KWAFFB (3) *			
C122	If AIR contract; NEED SMDS *			
C123	If AIR contract; NEED Property Information Sheet *			
C124	Marketing material for the property: <i>ie...flyers, brochure, offering memorandum, postcards, MLS/LoopNet listing- Preferably signed off and approved by Seller. At least sent to Seller so Seller has chance to approve/disapprove</i>			
C125	Estoppels, if collected			
C126	Any Inspections Reports			
C127	Communications: <i>all emails and other correspondence regarding the transaction. Agents are advised to set up file in their Outlook programs that will either automatically file correspondence or bcc to a separate file so you have email history. You will be asked if you back up your email to a secure external source so it is available in the future.</i>			