



Commercial File Checklist

Keller Williams Realty Beach Cities

Use for Commercial Retail Buildings, etc (Rev 5.21.20)

(all items to be numbered in lower right corner & arranged bottom to top)

Agent Name:

Property Address:

Source or CAR Form #	#	Listing Taken
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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

Additional Documents - If Applicable

		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)
		Cancelation of Listing (COL)

Sale File

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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