



COMMERCIAL SALES FILE CHECKLIST

AGENT: _____ PROPERTY: _____

TRANSACTION COORDINATOR: _____

All items on this page are required unless exempt or not applicable depending on transaction type.

PLEASE CHECK AGENT COLUMN - ENTER N/A IF NOT APPLICABLE.

IT IS MANDATORY YOU USE ALL CURRENT VERSIONS OF FORMS.

PLEASE SUBMIT THE ORIGINALS OF ALL CONTRACTS AND FORMS THAT YOU HAVE INITIALED.

FILE MUST BE COMPLETED BEFORE YOU RECEIVE YOUR COMMISSION CHECK! PLEASE ALLOW 3 DAYS FOR APPROVAL.

FILE SET-UP: Checklist on left side, documents on right side; 2 hole punch all forms and make sure the forms are numbered on bottom right corner.

STACKING ORDER: Lowest form # on bottom

		Agent	Mgr.	Items 1-10 need to be turned in w/in 72 hours of acceptance	
TRANSACTION	1			PLACE YELLOWSHEET ON TOP OF FILE. Turn in 1-10 below Within 3 days	
	2			Commercial, Residential Income, Vacant Land Listing Agreement	CLA
	3			Property Profile Sheet (to establish build date)	
	4			Current Loopnet or MLS Sheet	
	5			Disclosure Regarding R.E. Agency Relationship (our representation)	AD-1
	6			Buyer Broker Agreement	BBNN, BBNE, BBE
	7			Commercial Purchase Agreement or Residential Income Purchase Agreement	RIPA, CPA, VLPA
	8			Addendums, Short Sale or REO Advisory /KW REO / Trust Advisory	
	9			Purchase agreement addendum /1031, etc. (if applicable)	PAA 1
	10			All Counter Offers Number _____	CO
	11			Wood Destroying Pest Allocation of Cost (Res Income)	WPA-11
	12			Authority Documents (if app., Power of Attorney, Trust, Corporate Resolutions)	
	13			Letters of Credit, financials submitted, preapproval (If applies)	
	14			Investment Information Advisory And Release (if applic. non owner occupied)	
	15			Other Broker Addendums (If applies)	
	16			Escrow Instructions	
	17			Escrow Receipt of Reports	
	18			Amendment to Escrow Instructions	
	19			Escrow's Receipt of Earnest Money Deposit	
	21			Other /	

Disclosures & Mic. Res. Income Docs

DISCLOSURES	22			Statewide Buyer and Seller Advisory (Small Res. Income recommended)	SBSA
	23			Smoke Detector Statement (Res Income)	SDS-11
	24			KW Affiliated Business Disclosure	Intranet
	25			Water Heater Statement (Res Income)	WHS-11
	26			Lead Base Paint (Res Income)	FLD
	27			Supplemental Statutory Disclosure (Res Income If disclosure is known)	SSD
	28			Seller Financing Disclosure Statement (if applicable)	SFA
	29			Agent Visual Inspection Disclosure (Res Income)	AVID
	30			Tenant Estoppel (Rental statements (Income Property)	TEC
	31			Environmental Hazards Booklet Receipt (w/buyers signature)	EQ Book

Need to be turned in 3 days before close of escrow

32			Physical Inspection Report (Waiver required if no professional inspection)	
33			Waiver of Physical Inspections (Where ever applicable)	
34			Geological Inspection (Or Waiver, Required on all Hillside Properties)	
35			Other Inspection Report (Chimney or Sewer or _?_)	

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REPORTS	36			Permit Report (If applicable)	
	37			PHASE 1 Report (If applies)	
	38			PHASE 2 Report (if applies)	
	39			Preliminary Title Report	
	40			NHD (Zone) Disclosure Report	
	41			Termite Report	
	42			Termite completion Report (if applies)	
	43			Receipt for Reports (Agent generated)	
	44			Notice to Perform (if applicable)	NBP/NSP
	45			Request for Repair Number _____	
	46			Contingency Removal (w/acknowledgement if our listing)	CR-1
47			Other		
Closing Documents					
CLOSING DOCUMENTS	52			MLS Printout (Showing Sold Status if Applicable)	
	53			Escrow Closing Statement (HUD 1)	
	54			Seller's FIRPTA None are Exempt	
	55			Natural Hazard Disclosure Statement from seller	
	56			9A Report (if City of Los Angeles) or City Report (Can NOT be Waived)	
	57			Gas Shut-Off Valve Copy of Certificate of Compliance (or invoice)	
	58			Water Conservation Copy of Certificate of Compliance	
	59			Evidence of Home Warranty or Waiver	
	60			Cooperating Broker Compensation Agreement and Escrow Instruction	CBC

MANAGER'S FINAL APPROVAL _____ DATE _____

File reviewed by	Date

Revised 5/10