



COMMERCIAL CHECKLIST

Sale Date _____ Sale Type _____

Property Address	COE	Year Blt
_____	_____	_____
City	Zip Code	
_____	_____	
KW Agent #1	Represents: SELLER	BUYER
_____	_____	_____
KW Agent #2	Represents: SELLER	BUYER
_____	_____	_____
Escrow Co/Officer	Escrow #	Escrow Phone
_____	_____	_____
Title Co	HPP	Lender
_____	_____	_____

Seller & Buyer	Seller	Buyer	REQUIRED DOCUMENTS - LISTING
			Copy of MLS Sheet (Active - If on the MLS or LoopNet)
			Disclosure Regarding Real Estate Agency Relationships (AD-1)
			Listing Agreement
			KW Affiliated Business Arrangement - Signed by Seller
			California Consumer Privacy Act Advisory (CCPA) - Signed by Seller
			PEAD-S
			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 or sellers
			Additional Agent Acknowledgment (AAA)
			Additional Broker Acknowledgment (ABA)
			Modification of Terms (MT)
			Keysafe/Lockbox Addendum (KLA)
			Tenant Estoppel Certificate (TEC)
			Seller Instruction to Exclude Listing from the MLS (SELM)
			Cancelation of Listing (COL)
			REQUIRED DOCUMENTS - BUYING
			Copy of MLS Sheet (U or Pending - If on MLS or LoopNet)
			Disclosure Regarding Real Estate Agency Relationships (AD-2)
			California Consumer Privacy Act Advisory (CCPA) - Signed by Parties being represented by KW Coastal
			Wire Fraud Advisory (WFA)
			Purchase Agreement
			PEAD-V
			Counter Offers: 1 _____ 2 _____ 3 _____ 4 _____ 5 _____
			Contingency Removal (CR): 1 _____ 2 _____ 3 _____ 4 _____ <i>Final CR Must be Initialed/Acknowledged</i>
			KW Commercial Addendum _____ KW Affiliated Business Arrangement _____
			Escrow Instructions and Earnest Money
			Completed Escrow Holder Acknowledgment (RPA-Pg 10)
			Escrow Amendments 1 _____ 2 _____ 3 _____ 4 _____ 5 _____ 6 _____ 7 _____
			Commission Instructions
			Preliminary Title Report
			Natural Hazard Report (NHD)
			Natural Hazard Disclosure Statement
			Inspection Reports
			Preliminary Title Report (Approved by Buyer)
			City Reports: City of LA -9A Application _____ 9A Report _____ Other city reports _____
			Seller's Affidavit of Nonroegin Status and/or California Withholding Exemption (FIRPTA)
			KW Legal Service Agreement
			Commission Distribution Authorization (CDA) - Supplied by MCA
			Closing Statement
			Copy of MLS Sheet (Sold- if on MLS or Loopnet)
			DISCLOSURES - If Commercial Property is Residential 5+
			Water Concerning Plumbing Fixtures & Carbon Monoxide Detector (WCMD) - required if Property is built before 199
			Lead-Based Paint Disclosure (FLD) - required if Property built before 1978
			ADDITIONAL DOCUMENTS - IF APPLICABLE
			Rent Roll - Signed by Buyer
			Request for Repair: 1 _____ 2 _____ 3 _____
			RRRR (Sellers Response to Req for Repair): 1 _____ 2 _____ 3 _____
			Agent Visual Inspection Disclosure (AVID): KW Agent _____ Other Agent _____ - If 1-4 Units
			Real Estate Transfer Disclosure Statement (TDS) - If 1-4 units
			Seller Property Questionnaire (SPQ) - If 1-4 units
			Local Area Addendum: SRAR _____ Conejo Valley _____ SCV _____ SVMAR _____ Other _____
			Other Brokerage 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)
			Cancelation 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) _____
			Other

