



# Commercial File Checklist

Keller Williams Realty Larchmont

Submit for compliance review one week prior to close.

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

<b>Agent Name:</b>		Prepared by (if other than agent):			
<b>Property Address:</b>					
Source or CAR Form #	#	<b>Listing Taken</b>	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			
MLS/Title	2	Property Profile Front Sheet Only to Verify Ownership			
CAR-CLA	3	Commercial & Residential Income Property Listing Agreement			
CAR-AD	3B	Agency Disclosure - Seller -Listing Agent			
KWW	4	KW Affiliated Business Disclosure			
KWW	5	KW Investment Information Advisory & Release			
KWW	6	Risk Management Contract			
CAR-WFA	6B	Wire Fraud Advisory			
	7	Other (extensions, price reductions, cancellations, exclude from MLS, etc.)			
<b>Sale File</b>					
(all items to be numbered in lower right corner & arranged bottom to top)					
KWW	8	KW Greensheet / Referral Agreement (if applicable)			
CAR-RIPA	9	Residential Income Property Purchase Agreement (or CPA if non-residential)			
CAR-CO	10	Counter Offers			
CAR-AD	10B	Agency Disclosure - Buyer - Buyer's Agent			
CAR-WFA	10C	Wire Fraud Advisory			
KWW	11	KW Affiliated Business Disclosure			
KWW	12	Risk Management Contract			
Escrow	13	Escrow's Earnest Money Deposit			
Escrow	14	Escrow Instructions			
Escrow	15	Preliminary Title Report			
Escrow	16	Commercial NHD Disclosure Report			
Escrow	17	9A Report (City of LA, Residential only)			
CAR-E-Pub	18	Commercial Property Earthquake Disclosure Report			
CAR-E-Pub	19	Commercial Property Guide to Earthquake Safety booklet receipt			
CAR-ESD	20	Exempt Seller disclosure			
Inspector	21	Inspection Report			
Inspector/Escrow	22	Termite Report			
CAR-RR	23	Request for Repair			
CAR-CR	24	Contingency Removal			
Inspector/Escrow	25	Termite Completion			
Escrow	26	Closing Statement			
Escrow	27	Certificate of Compliance (City of Los Angeles)			
Escrow	28	Signed NHD statement			
Escrow	29	FIRPTA			
MLS	30	MLS Printout showing SOLD status			

Note: Use CAR form RIPA for any # residential units (2+ revised 2018 MARCH)