



COMMERCIAL CHECKLIST

Property Address	Sale Date	Sale Type	
City	COE	Year Blt	
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 - <i>If on the MLS or LoopNet</i>)
			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) - <i>For Trust, Probate, POA, Corp, LLC, etc.</i>
			Additional Signature Addendum - <i>For 3 or more buyers or sellers</i>
			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 - <i>If on MLS or LoopNet</i>)
			Disclosure Regarding Real Estate Agency Relationships (AD-2)
			California Consumer Privacy Act Advisory (CCPA) - <i>Signed by Parties being represented by KW Calabasas</i>
			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 (<i>Approved by Buyer</i>)
			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- <i>if on MLS or Loopnet</i>)
			DISCLOSURES - <i>If Commercial Property is Residential 5+</i>
			Water Concerning Plumbing Fixtures & Carbon Monoxide Detector (WCMD) - <i>required if Property is built before 199</i>
			Lead-Based Paint Disclosure (FLD) - <i>required if Property built before 1978</i>
			ADDITIONAL DOCUMENTS - IF APPLICABLE
			Rent Roll - <i>Signed by Buyer</i>
			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 <i>- If 1-4 Units</i>
			Real Estate Transfer Disclosure Statement (TDS) - <i>If 1-4 units</i>
			Seller Property Questionnaire (SPQ) - <i>If 1-4 units</i>
			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) - <i>For Trust, Probate, POA, Corp, LLC, etc.</i>
			Additional Signature Addendum - <i>For 3 or more buyers or sellers</i>
			Assignment of Agreement Addendum (AOAA) - <i>To Change Original Buyers - to Add, Delete and/or Assignee</i>
			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