



BERKSHIRE HATHAWAY
HomeServices
Elite Real Estate

TRADITIONAL SALE ESCROW CHECKLIST

Property Address _____ City _____ State _____ Zip _____

Agent Name _____ Cell _____ for ☐ Buyer ☐ Seller Property Type _____

Agent Auditor

CLOSING DOCUMENTS

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Traditional Sale Escrow Checklist (completed by Agent) |
| <input type="checkbox"/> | <input type="checkbox"/> | HUD-1 (Settlement Statement) |
| <input type="checkbox"/> | <input type="checkbox"/> | Copy of commission check (from Title) (to be provided by Auditor) |
| <input type="checkbox"/> | <input type="checkbox"/> | W-9 from selling broker (for listing transactions only) |
| <input type="checkbox"/> | <input type="checkbox"/> | Commission Demand Form \$ _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Buyer/Seller Transaction Cover Sheet |
| <input type="checkbox"/> | <input type="checkbox"/> | MLS Print-Out # _____ |

AGREEMENTS, SUPPLEMENTS & ADDENDA

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | If Buyer Agent: Residential Purchase Agreement (RPA-CA) & Buyer's Inspection Advisory (BIA) |
| <input type="checkbox"/> | <input type="checkbox"/> | If Listing Agent: Residential Listing Agreement (RLA) & Seller's Advisory (SA) |
| <input type="checkbox"/> | <input type="checkbox"/> | Agency Disclosure (AD) <input type="checkbox"/> <input type="checkbox"/> Possible Representation of More Than One Buyer or Seller (PRBS) <input type="checkbox"/> <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | Lender Pre-Qualification/Pre-Approval Letter OR Proof of Funds if Cash Offer (if applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> | Copy of Earnest Money Deposit |
| <input type="checkbox"/> | <input type="checkbox"/> | Buyer Counter Offer (BCO) <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 (if applicable) / Seller Counter Offer (SCO) <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 |
| <input type="checkbox"/> | <input type="checkbox"/> | FHA/VA Amendatory Clause (FVAC) (if applicable) <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 FHA or VA Notice and Addendum (FVA)(if applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> | Addendums to Residential Purchase Agreement: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 |
| <input type="checkbox"/> | <input type="checkbox"/> | Addendums to Residential Listing Agreement: <input type="checkbox"/> <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 |
| <input type="checkbox"/> | <input type="checkbox"/> | Commission Agreement (if applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> | Request for Repairs [BUYER] (RR-1) (if applicable) / Response to Request for Repairs [SELLER] (RRRR) (if applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> | As Is Addendum (if applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> | Representative Capacity Signature Disclosure (RCSD) (If Buyer and/or Seller is an Entity) |
| <input type="checkbox"/> | <input type="checkbox"/> | Contingency Removal (CR-1) (if applicable) <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 |

DISCLOSURES/NOTICES

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Market Conditions Advisory (MCA) |
| <input type="checkbox"/> | <input type="checkbox"/> | Seller Property Questionnaire (SPQ) (Listing Agent) |
| <input type="checkbox"/> | <input type="checkbox"/> | Transfer Disclosure Statement (TDS) Or Exempt Seller Disclosure (ESO) |
| <input type="checkbox"/> | <input type="checkbox"/> | Statewide Buyer & Seller Advisory (SBSA) |
| <input type="checkbox"/> | <input type="checkbox"/> | Notice of Supplemental Property Tax Notice (SPT)(required for buyers) |
| <input type="checkbox"/> | <input type="checkbox"/> | Water Conservation, Plumbing Fixtures & Carbon Monoxide Detector Notice (WCMD) |
| <input type="checkbox"/> | <input type="checkbox"/> | Environmental Hazards Consumer Pamphlet Receipt (if applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> | Marijuana Grow House Disclaimer-Release (If applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> | ABS Drain Pipe Disclosure (1985-1989) |
| <input type="checkbox"/> | <input type="checkbox"/> | Lead Based Paint Disclosure (Pre-1978) |
| <input type="checkbox"/> | <input type="checkbox"/> | Earthquake Hazard Disclosure (Pre-1960) |
| <input type="checkbox"/> | <input type="checkbox"/> | Duct-Energy Commissions Letter(2005-Present) |
| <input type="checkbox"/> | <input type="checkbox"/> | FIRPTA OR Qualified Substitute |
| <input type="checkbox"/> | <input type="checkbox"/> | Mold Disclosure (Pre-2000) |
| <input type="checkbox"/> | <input type="checkbox"/> | Local Disclosures & Advisories (if applicable) |

Personal Property Transactions Additional Required Documents

- ☐ Home Warranty Policy or Waiver
☐ Ownership Disclosure Via Addendum

INSPECTIONS/CERTIFICATIONS/REPORTS

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Receipt for Reports (or all reports initialed or signed by Buyers) |
| <input type="checkbox"/> | <input type="checkbox"/> | Preliminary Title Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Home Inspection (full report) (if applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> | Wood Destroying Pests/Termite Inspection Report (full report) (if applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> | Roof Inspection Report (full report) (if applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> | Natural Hazard Report (full report) & Natural Hazard Report Disclosure Statement (NHD) |
| <input type="checkbox"/> | <input type="checkbox"/> | CC&Rs (if applicable) <input type="checkbox"/> HOA Docs (if applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> | Agent Visual Inspection (AVID) <input type="checkbox"/> Buyer <input type="checkbox"/> Listing |
| <input type="checkbox"/> | <input type="checkbox"/> | Verification of Property (Final Walk-Through) or Waiver |

If you're selling residential property (1-4 units) in which you own, you must complete the following:

- ☐ Seller disclosure form was signed by the Insured and acknowledged in writing by buyer
☐ An accredited written home inspection report issued or waived in writing by the buyer
☐ A State or Local Board-approved standard sales contract and such real property is sold to a third party who is not an Insured

CORRESPONDENCE - REQUIRED

- ☐ ☐ Email Communications ☐ ☐ Text or Written Communications _____

MISCELLANEOUS ITEMS (Other Supporting Documents)

☐ ☐ _____