

MOBILE HOMES ESCROW CHECKLIST

Property Address: _____ City: _____ State: _____ Zip: _____

Agent Name: _____ for ☐ Seller ☐ Buyer Phone: _____

SIGNED CONTRACTS

- ☐ Buyer Seller Transaction Cover Sheet
- ☐ Commission Demand: \$ _____
- ☐ Commission Agreement (if applicable)
- ☐ MLS Print Out # _____
- ☐ Pre-Approval Letter / Proof of Funds (P.O.F.)
- ☐ Original Agency Disclosure: (Fully Executed)
- ☐ Original Purchase Contract + Buyer's Inspection Advisory (Fully Executed)
- ☐ As Is Addendum (if applicable)
- ☐ Original Wood Destroying Pest Addendum (if applicable) - See pg. 2 Section 4-A2 of Purchase Contract
- ☐ Counter Offer Signed (if applicable) 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐
- ☐ Addendum Signed / Short Sale Addendum (if applicable) 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐
- ☐ Bank Addendum (Mandatory for REO) / Short Sale Approval (Mandatory for Short Sale)
- ☐ Copy of Deposit Check (Receipt from escrow) # _____ Amount: \$ _____
- ☐ Verification of Property/Waiver (Required 3 days prior to close of escrow)
- ☐ Request for Repairs (if applicable)
- ☐ Contingency Removal

ORIGINAL SIGNED DISCLOSURES

- ☐ Agent Visual Inspection Disclosure
- ☐ Statewide Buyer/Seller
- ☐ Water Heater Statement / Smoke Detector Statement
- ☐ REO Advisory (Required for all REO Properties) / Short Sale Advisory (Required for all short sales)
- ☐ Environmental Hazard Receipts (Back page only - must be signed)
- ☐ Lead Base Paint Disclosure (pre - 1978)
- ☐ Earthquake Hazards Report (pre - 1960)
- ☐ ABS Drain Pipe Disclosure (1985 - 1989)
- ☐ Mold Disclosure
- ☐ Receipt for Energy Commission Letter "New Duct Sealing". (Required)
- ☐ Notice of Your Supplemental Property Tax Notice (Required for Buyers)
- ☐ Supplemental Statutory & Contractual Disclosure (For Listing Agent)
- ☐ Listing Agreement & Seller's Advisory (For Listing Agent)
- ☐ MLS Fax Form (For Listing Agent)
- ☐ Seller's Questionnaire (For Listing Agent)
- ☐ Seller's Affidavit for Non-Foreign Status Disc.
- ☐ Megan's Law Data Base Disclosure
- ☐ Carbon Monoxide Statement
- ☐ Seller Loss History Insurance Disclosure (if applicable)
- ☐ Other Misc Disc/Forms: _____

REPORTS & MISC CLOSING DOCS

- ☐ Home Inspection Report (Include Full Report or Sign Receipt from Buyer or Waiver) (_____ AS-IS)
- ☐ Natural Hazard Disclosure Statement (Fully Executed)
- ☐ Natural Hazard Report (Include Full Report)
- ☐ Termite Report & Clearance Include Full Report/See pg. 2 of Purchase Contract if requested/Waiver (_____ AS-IS)
- ☐ Home Warranty (See pg. 2 Section 4-E of Purchase contract if it is requested/or Waiver)
- ☐ Copy of Roof Inspection, Certification (See pg. 2 of Purchase Contract if it is requested /or Waiver)
- ☐ Preliminary Report (Include Full Report)
- ☐ Settlement Statement/Final HUD
- ☐ HOA Documents
- ☐ Other Reports: _____

TURN YOUR FILE IN 3 DAYS BEFORE CLOSE OF ESCROW SO WE CAN PROCESS YOUR CHECK IN TIME!

☐ Request Sign Post Removal ☐ Request MLS Closure

FOR OFFICE USE ONLY:

Escrow No: _____ Audit Date: _____ Escrow Check Date: _____