

## REO CHECKLIST

Property Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Agent Name \_\_\_\_\_ Cell \_\_\_\_\_ for ☐ Buyer ☐ Seller Property Type \_\_\_\_\_

Agent Auditor

### CLOSING DOCUMENTS

- |                          |                          |                                      |
|--------------------------|--------------------------|--------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | REO Checklist (completed by Agent)   |
| <input type="checkbox"/> | <input type="checkbox"/> | Commission Demand Form \$ _____      |
| <input type="checkbox"/> | <input type="checkbox"/> | Final HUD (Settlement Statement)     |
| <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"/> | <b>If Buyer Agent:</b> Residential Purchase Agreement (RPA-CA) & Buyer's Inspection Advisory (BIA) (RPA-CA attachment)   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>If Listing Agent:</b> Residential Listing Agreement (RLA) & Seller's Advisory (SA) (RLA attachment)   |
| <input type="checkbox"/> | <input type="checkbox"/> | Agency Disclosure (AD) <input type="checkbox"/> Possible Representation of More Than One Buyer or Seller (PRBS)  |
| <input type="checkbox"/> | <input type="checkbox"/> | Lender Pre-Qualification/Pre-Approval Letter (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"/> | Addendum: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4  |
| <input type="checkbox"/> | <input type="checkbox"/> | Bank Addendum (Mandatory for REO)  |
| <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"/> | 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"/> | Water Heater & Smoke Detector Statement  |
| <input type="checkbox"/> | <input type="checkbox"/> | REO Advisory (Required for all REO property)   |
| <input type="checkbox"/> | <input type="checkbox"/> | Seller Property Questionnaire (Listing Agent only)   |
| <input type="checkbox"/> | <input type="checkbox"/> | Transfer Disclosure Statement (TDS) Or Exempt Seller Disclosure (ESO)  |
| <input type="checkbox"/> | <input type="checkbox"/> | Agent Visual Inspection (AVID)/ Final Inspection <input type="checkbox"/> Buyer <input type="checkbox"/> Listing |
| <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"/> | Lead Base Paint Disclosure (if applicable)   |
| <input type="checkbox"/> | <input type="checkbox"/> | Earthquake Hazards Report (if applicable)  |
| <input type="checkbox"/> | <input type="checkbox"/> | ABS Drain Pipe Disclosure (if applicable)  |
| <input type="checkbox"/> | <input type="checkbox"/> | Mold Disclosure  |
| <input type="checkbox"/> | <input type="checkbox"/> | Supplemental Statutory & Contractual Disclosure (Listing agent only)   |
| <input type="checkbox"/> | <input type="checkbox"/> | Environmental Hazards Consumer Pamphlet Receipt (if applicable)  |

### INSPECTIONS/CERTIFICATIONS/REPORTS

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Preliminary Title Report   |
| <input type="checkbox"/> | <input type="checkbox"/> | Home Inspection (full report or signed receipt from Buyer) (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) |

### MISCELLANEOUS ITEMS (Other Supporting Documents)

- |                          |                          |       |
|--------------------------|--------------------------|-------|
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
|--------------------------|--------------------------|-------|

### CLOSE MLS LISTING (Listing Agents) Must Provide Following Information to Close Listing on MLS.

Selling Date \_\_\_\_\_ Selling Price \_\_\_\_\_ Escrow No. \_\_\_\_\_ Escrow Co. \_\_\_\_\_

Financing/Terms \_\_\_\_\_ Concession/Contribute \_\_\_\_\_ Comments \_\_\_\_\_

Selling Agent's MLS ID \_\_\_\_\_ Selling Office's MLS ID \_\_\_\_\_

**FOR OFFICE USE ONLY:** Auditor: \_\_\_\_\_ Audit Date \_\_\_\_\_