



BERKSHIRE HATHAWAY
HomeServices
Elite Real Estate

VACANT LAND/COMMERCIAL & INDUSTRIAL CHECKLIST

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

Agent Name: _____ Seller/Buyer Side: _____ Property Type: _____

☐ Purchase Agent ☐ Listing Agent

ORIGINAL CONTRACTS

- ☐ Buyer Seller Transaction Cover Sheet
- ☐ MLS Print Out # _____
- ☐ Commission Demand \$ _____
- ☐ Original Purchase Contract
- ☐ Original Real Estate Agency Disclosure (if applicable)
- ☐ Original Wood Destroying Pest (if applicable)
- ☐ Copy of Deposit Check # _____ \$ _____
- ☐ Original Counter Offer 1 2 3 4 5 6
- ☐ Original Addendum 1 2 3 4 5 6

DISCLOSURES

- ☐ Original Natural Hazard Disclosure Statement
- ☐ Natural Hazard Report (if applicable) - By: _____
- ☐ Original Environmental Hazard Receipts
- ☐ Original Mello-Roos Disclosure (with NHD report)
- ☐ Mold Disclosure (if applicable)
- ☐ Federal & CA Tax Withholding Disclosure
- ☐ Original Listing Agreement (Listing Only)
- ☐ Original MLS Fax Form (Listing Only)
- ☐ Seller Vacant Land Questionnaire

REPORTS & MISC CLOSING DOCS

- ☐ Preliminary Report
- ☐ Settlement Statement
- ☐ Energy Use Report (Report must be generated by the EPA's Energy Star Portfolio Manager)

**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

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FOR OFFICE USE ONLY:

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