



Transaction Disclosure Checklist

Agent Name: _____ Agent Direct Phone No: _____

Cooperating Agent Name & No: _____ BRE Lic# _____

Seller’s Name: _____ Buyer’s Name: _____

Property Address: _____

☐ Purchase ☐ Listing

Disclosures marked with an “M” are mandatory. Items marked with an “IA” are If Applicable.
If an “M” item is not complete and, in your file, a written explanation is required.

Agent Initials	Item #	Form ID #	Listing Disclosures	1-4 Units	S.S.	REO	Pro-bate	M.H.
	1	Listing Agreement & AD	Use Appropriate Listing Agreement and Disclosure Regarding Real Estate Agent Relationship: (RLA) Residential Listing Agreement (TLA) Trust Listing Agreement and (TAL) Trust Advisory (MHL) Manufactured Home Listing Addendum and Advisory (VLL) Vacant Land (SP) Single Party Compensation or (CA) Commission Agreement - REO Bank Agreement/Assignment and (REOL) Listing Advisory	M RLA	M RLA	M Bank	M RLA	M MHL
	2	MLSA	Multiple Listing Service Addendum	M	M	M	M	M
	3	OHNA-SI	Open House Visitor Non-Agency Disclosure and Sign-In	M	M	M	M	M
	4	SBSA	Statewide Buyer and Seller Advisory	M	M	M	M	M
	5	BP	Broker Protection Disclosure	M	M	M	M	M
	6	ARC	Authorization to Receive and Convey information. Signed by seller		M			
	7	SSIA	Short Sale Information Advisory. Seller to sign at time of Listing. Buyer to sign at time contract is created.		M			
	8	SELM	Seller’s Instruction to Exclude Listing from MLS	IA	IA	IA	IA	IA
	9	SELI	Seller’s Instruction to Exclude from Internet	IA	IA	IA	IA	IA
	10	KLA	Keysafe/Lockbox Addendum and Tenant Permission to Access Property. Mandatory if Tenant in property; Recommended if Seller occupied.	IA	IA	IA	IA	IA
	11	NSE	Notice of Sale and Entry. Provided by Seller to Tenant.	IA	IA	IA	IA	IA
	12	RGM	Randon Gas and Mold Notice. HUD owned properties.	IA	IA	IA	IA	IA
	13	TAL/PLA	Trust Advisory Listing. If title to the property is held in a trust or a probate.	IA	IA	IA	IA	IA
	14	SP	Single Party Compensation Agreement.	IA	IA	IA	IA	IA
	15	SES	Seller’s Intent to Exchange Supplement. When investor seller is planning on doing a 1031 exchange.	IA	IA	IA	IA	IA
	16	COL	Cancellation of Listing. Only office manager is authorized to sign.	IA	IA	IA	IA	IA
	17	NPB	Notice of Prospective Buyer. Issued before listing expires.	IA	IA	IA	IA	IA
	18	HOA1	Homeowners Association Information Request. In paragraph 2 put your office address.	IA	IA	IA	IA	IA
	19	HOA2	HOA Charges for Required Documents. Give copy to seller when received from HOA.	IA	IA	IA	IA	IA
	20	HOA3	HOA Charges for Other Documents. Give copy to seller when received from HOA.	IA	IA	IA	IA	IA
Agent Initials	Item #	Form ID #	Sales Disclosures	1-4 Units	S.S.	REO	Pro-bate	M.H.
	1	BFPI	Buyer Financial and Personal Information	M	M	M	M	M
	2	BRBC	Buyer Representation and Broker Compensation Agreement	M	M	M	M	M
	3	BP	Broker Protection Disclosure	IA	IA	IA	IA	IA
	4	PSRA	Property Showing and Representation Agreement	IA	IA	IA	IA	IA
	5	RPA & AD	Use appropriate Purchase Agreement and Disclosure Regarding Real Estate Agent Relationship:	M	M	M	M	M
	6		• (RPA) Residential and (BIA) Buyer’s Inspection Advisory	M M	M M	M M	M M	M M
	7		• (NODPA) Notice of Default Purchase Agreement					
	8		• (PPA) Probate Purchase Agreement and Probate Advisory (PAK)					
	9		• (MHPA) Mobile Home/Manufactured Home Purchase Agreement					
	10	BIA	Buyer’s Investigation Advisory. Included with RPA.					
	11	FHDA/BHIA	Fair Housing and Discrimination Advisory / Buyer Homeowners’ Insurance Advisory	M	M	M	M	M
	12	SPBB	Seller Payment (Concession) for Buyer’s Broker Compensation	IA	IA	IA	IA	IA
	13	SPT	Notice of “Your Supplemental Property Tax Bill”	M	M	M	M	M
	14	SPRP	Seller’s Purchase of Replacement Property. When this sale is contingent on finding a replacement property	IA	IA	IA	IA	IA
	15	PRE/APP	Prequalification/Pre-approval letter. At sales price or more.	IA	IA	IA	IA	IA
	16	SIP or RLAS	Seller In Possession or Residential Lease After Sale. SIP when seller remains in possession of property from 1 to 29 days RLAS when seller remains in possession 30 days or longer.	IA	IA	IA	IA	IA
	17	SCO	Seller Counter Offer. Include all versions. (I.E. 1,2,3,4)	IA	IA	IA	IA	IA
	18	SMCO	Seller Multiple Counter Offer. If seller’s original counter offer is NOT a Multiple counter offer, but then becomes one, the seller must rescind the original CO with a WOO (Withdrawal of offer) and then issue a SMCO to all parties.	IA	IA	IA	IA	IA

	19	BCO	Buyer Counter Offers. Be sure to include all versions. (i.e. 1, 2, 3, 4)	IA	IA	IA	IA	IA
	20	ADM	Addendum. Used when additional items need to be added to a form.	IA	IA	IA	IA	IA
	21	COP	Contingency for Sale of Buyer’s Property. When buyer has a property to sell before they can buy this property.	IA	IA	IA	IA	IA
	22	TIP	Tenant In Possession. Whenever tenant remains in possession beyond close of escrow. Must also have copies of tenants lease agreements or estoppel certificates.	IA	IA	IA	IA	IA
	23	BUO	Back Up Offer. Used when establishing priority of back up offer(s).	IA	IA	IA	IA	IA
	24	CCA	Court Confirmation Addendum.	IA	IA	IA	IA	IA
	25	NBP	Notice to Buyer to Perform.	IA	IA	IA	IA	IA
	26	NSP	Notice to Seller to Perform.	IA	IA	IA	IA	IA
	27	DCE	Demand to Close Escrow.	IA	IA	IA	IA	IA
	28	AC	Agency Confirmation.	IA	IA	IA	IA	IA
	29	FVA	FHA or VA Notice and Addendum.	IA	IA	IA	IA	
	30	FVAC	FHA /VA Amendatory Clause.	IA	IA	IA	IA	
	31	HID	For Your Protection Get a Home Inspection.	IA	IA	IA	IA	
Agt Initials	Item #	Form ID #	All Transaction Disclosures	1-4 Units	S.S.	REO	Pro- bate	M.H.
	1	BCA	Broker Compensation Advisory.	M	M	M	M	M
	2	AD 2	Agency Disclosure 2, Buyer and Buyer’s agent. Must be signed by seller when offer is presented.	M	M	M	M	M
	3	CDA	Commission Disbursement Authorization.	M	M	M	M	M
	4	PP	Property Profile	M	M	M	M	M
	5	MLS	MLS Print Out. Showing “Active or Closed”	M	M	M	M	M
	6	MCA	Market Condition Advisory.	M	M	M	M	M
	7	SA/QS	Seller’s Affidavit (FIRPTA) or Qualified Substitute. QS typically will come from escrow.	M	M	M	M	M
	8	AVID	Agent Visual Inspection Disclosure. From Executive Bankers Realty Agent.	M	M	M	M	M
	9	EH & SB	Environmental Hazard and Safety Book Receipt. Trust transactions are exempt.	M	M	M	M	M
	10	NHD	Natural Hazard Disclosure signature page.	M	M	M	M	M
	11	SBSA	Statewide Buyer and Seller Advisory.	M	M	M	M	M
	12	WFA	Wire Fraud Advisory. Fully Executed	M	M	M	M	M
	13	WCMD	Water Conservation Carbon Monoxide Disclosure.	M	M	M	M	M
	14	WHSD	Water Heater and Smoke Detector Statement of Compliance.	M	M	M	M	IA
	15	SPQ	Seller Property Questionnaire.	M	M			M
	16	TW	Translation Waiver	IA	IA	IA	IA	IA
	17	EBRABA	EBR Affiliated Business Agreement. Must be dated prior to or the same date as the Listing Agreement. Applicable if Purchase Loan Is In -House.	IA	IA	IA	IA	IA
	18	L FLD	Lead Based Paint and Lead Based Paint Hazards. For pre 1978 Housing Sales, Leases, Rentals.	IA	IA	IA	IA	IA
	19	PRBCCS	Possible Representation of More than one Buyer or Seller.	IA	IA	IA	IA	IA
	20	ESD	Exempt Seller Disclosure. Applies when Seller has never lived on the property. (i.e New Property, REO, Trust Sales, Bankruptcy)	IA	IA	IA	IA	IA
	21	AB	Buyer’s Affidavit. Applies if personal residence \$300,000 or less.	IA	IA	IA	IA	IA
	22	HER	Earthquake Hazard Report. If built prior to 1960. Year built .	IA	IA	IA	IA	IA
	23	AVID	Agent Visual Inspection Disclosure. From Cooperating Agent.	IA	IA	IA	IA	IA
	24	TA	Trust Advisory.	IA	IA	IA	IA	IA
	25	REO	REO Advisory.	IA	IA	IA	IA	IA
	26	TDS	Transfer Disclosure Statement. If exempt then use WHSD, CMD & ESD (MHTDS/mobile home).	IA	IA			IA
	27	SS	Short Sale Lender’s Approval Notice. 1st and 2nd Lien Holders.		M			
	28	SSA	Short Sale Addendum.		M			
	29	SSIA	Short Sale Information Advisory. Seller to sign at time of listing.		M			
Agt Initials	Item #	Form ID #	Closing Disclosures & Reports	1-4 Units	S.S.	REO	Pro- bate	M.H.
		CI	Commision Instructions	M	M	M	M	M
		CCC	Copy of Commission Check.	M	M	M	M	M
		FH	Escrow Closing Statement/ Final HUD	M	M	M	M	M
		EI	Escrow instructions.	M	M	M	M	M
		EMD	Escrow Receipt for Earnest Money Deposit. Escrow Receipt for Earnest Money Deposit OR Wire Confirmation.	M	M	M	M	M
		HIR	Home Inspection Report or Buyer’s Inspection Waiver.	M	M	M	M	M
		HWW	Home Warranty or Waiver.	M	M	M	M	M
		VP	Verification of Property Condition or Waiver. Inspection has to be done prior to COE.	M	M	M	M	M
		AI	Additional Inspections (ie. City Inspection Report)	IA	IA	IA	IA	IA
		CC	Cancellation of Contract.	IA	IA	IA	IA	IA
		CR	Contingency Removal. 1,2,3. If subject property is our Listing, provide NBP if buyer has not removed contingencies.	IA	IA	IA	IA	IA
		EA	Escrow Amendments.	IA	IA	IA	IA	IA
		ETA	Extention of Time Amendment.	IA	IA	IA	IA	IA
		RR	Request For Repairs.	IA	IA	IA	IA	IA
		RFR	Receipt for Reports.	IA	IA	IA	IA	IA
		RRRR	Seller’s Response and Buyers Reply to Request For Repairs.	IA	IA	IA	IA	IA
		TR	Termite Report and Clearance or Waiver. Condos not Required	IA	IA	IA	IA	IA
			Violation and fines: Associate-Licensee compensation will be delayed and will incur a \$200 Penalty fee due to incomplete files or files turned in after 48 hours after the close of escrow. Agent Signature: _____ Broker: _____					