



EXECUTIVE BANKERS  
— REALTY —

# Commercial

## 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 Packet Contents	5+ Units	S.S.	REO	Pro-bate
			AD, PRBS, WFA, CLA, SA, CCPA	IA	IA	IA	IA
		DIA	Disclosure Information Advisory	IA	IA	IA	IA
		RSCD-5	Representative Capacity Signature Disclosure	IA	IA	IA	IA
			EBR Hold Harmless Disclosure	IA	IA	IA	IA
			Court Orders/Trust/Articles- if Applicable	M	M	M	M
Agent Initials	Item #	Form ID #	Due Diligence Items	5+ Units	S.S.	REO	Pro-bate
			Rental Agreements and Notices of Rental Increases	M	M	M	M
			Rental Roll with Security Deposits				
			Operating Statement for 2 Years	M	M	M	M
			Utility Bills for Past 6 Months	M	M	M	M
			Insurance Bills and a Loss Run Report				
			Any Service Contractor Bills (Pest Control, Landscaping)	IA	IA	IA	IA
			Laundry Lease Agreement	IA	IA	IA	IA
			List of Recent Capital Expenditures and Costs	IA	IA	IA	IA
			Tenant Estoppels				
Agt Initials	Item #	Form ID #	Seller Disclosures Packet Contents	5+ Units	S.S.	REO	Pro-bate
		AS	Seller's Affidavit of Nonforeign Status (FIRPTA)				
		MCA	Market Conditions Advisory	M	M	M	M
		SBSA	Statewide Buyer and Seller Advisory	IA	IA	IA	IA
		FLD	Lead Based Paint & Lead Based Paint Hazards Disclosure (B41978)	IA	IA	IA	IA
		WHSD	Water Heater & Smoke Detector Statement of Compliance	M	M	M	M
		WCMD	Water Conserving Plumbing Fixtures & Carbon Monoxide Detector Notice	A	A	A	A
		SFLS	Square Footage and Lot Size Advisory	IA	IA	IA	IA
		FHDS	Fire Hardening and Defense Space Advisory	M	M	M	M
			Cmmrl Earthquake Rpt Questionnaire (B41960)	IA	IA	IA	IA
			Receipt for Cmmrl Environmental Hazards Rpt	IA	IA	IA	IA
		NHD	Signature Page Sent to Escrow	IA	IA	IA	IA
			Executive Realty Services, Inc. Affiliated Business Disclosure (Website)	M	M	M	M
		VP	Final Walkthru	M	M	M	M
Agt Initials	Item #	Form ID #	Buyers:	5+ Units	S.S.	REO	Pro-bate
			EBR Buyer's Mold Disclosure Form	IA	IA	IA	IA
		SPT	Supplemental Property Tax Bill	M	M	M	M
		CR	Contingency Removal	M	M	M	M
			1 <sup>st</sup> Page of Termite Inspection Report with Buyer Signature Acknowledgements	IA	IA	IA	IA
			1 <sup>st</sup> Page of Preliminary Title Report with Buyer Signature Acknowledgements	IA	IA	IA	IA
Agt Initials	Item #	Form ID #	Others:	5+ Units	S.S.	REO	Pro-bate
			9A (LA)	M	M	M	M
			Certificate of Compliance (LA)	IA	IA	IA	IA
			PRESALE REPORT (PER CITY)	M	M	M	M
			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: _____				