

Red Hot Realty

Check List for Listing Agents, Selling Agents and Escrow

Red Hot Realty DRE Checklist			
Property address:			
Listing Agent:		Selling Agent:	
Company:		Company:	
Address:		Address:	
Phone:		Phone:	
TC:		TC:	
Seller:		Buyer:	
Phone:		Phone:	
Escrow:	Ph:	Title:	Ph:
Officer:	Escrow #	Officer:	Order#
Home Inspector:		Termite:	

Check List				
Number and stack documents according to the checklist – number on bottom right corner				
MGR Initial	AGT Initial	Comes from	#	DESCRIPTION LA = Listing Agent SA=Selling Agent BA=Both Agent E=Escrow RHR: Red Hot Realty
		BA	1	(AD-1) Disclosure Regarding Agency Relationships* LA SA
		SA	2	(AD-1) Disclosure Regarding Agency (Buyer's Agent w/Seller's Signature)
		SA	3	(DA-1) Disclosure & Consent to Represent More than one Buyer/Seller
		LA	4	(RLA) Residential Listing Agreement (RHR Listing Only)
		LA	5	(SA-11) Sellers Advisory (RHR Listing)
		LA	6	(SA-1) Seller Affidavit (must have SS# & appropriate boxes checked for each seller)
		SA	7	(AB-11) Buyers Affidavit (sales under \$300,000)
		SA	8	(RPA-CA) Purchase Agreement/Deposit Receipt –or- HUD/VA Contract
		SA	9	(BIA) Buyers Inspection Advisory
		BA	10	(PAA-1) Purchase Agreement Addendum (short sale, possession, rent back, etc)
		BA	11	(COP) Contingency for Sale or Purchase of Other Property (contract addendum)
		SA	12	(CBC) Cooperating Broker Compensation Agreement (contract addendum)
		SA	13	(WPA) Wood Destroying Pest Inspection/Allocation of Costs (contract addendum)
		BA	14	(CO) Counter Offer (s) <input type="checkbox"/> #1, <input type="checkbox"/> #2, <input type="checkbox"/> #3, <input type="checkbox"/> #4
		SA	15	Copy of Deposit Check and Trust Log Record (due in office within 24 hrs of taking check)
		E	16	Escrow Instructions (copy to office within 5 days of opening escrow)
		E	17	Escrow Amendments *
		E	18	Copy of Deposit Check and Receipt from Escrow
		E	19	Preliminary Title Report
		SA	20	Physical Inspection Condition <input type="checkbox"/> Report -or- <input type="checkbox"/> Waiver (due on all sales)
		SA	21	(RR-1) Request for Repairs
		LA	22	(TDS) Transfer Disclosure Statement*
		SA	23	(HID-11) Get a Home Inspection (Required for FHA Buyers)
		LA	24	(SDS-11) Smoke Detector Statement of Compliance*

