



Quality Control Checklist: Residential Real Estate

LISTING:

Note: Upon taking a listing please forward the following documents within 48hours.

- _____1 Residential Listing Agreement- Listing contract must contain a termination date and must disclose the negotiability of commissions. (RLA + SA-11 Form)
- _____2 Agency Relationship Disclosure by Seller- to be sign before the residential listing contract (AD-11 Form)
- _____3 Authorization to Exclude Listing From MLS (if applicable)
- _____4 Residential Input Form
- _____5 Keysafe/Lockbox Addendum (KLA Form)
- _____6 Cancellation of Listing (Form COL – if applicable)
- _____7 Shortsale or REO package (if applicable)

SALE:

*Note: Upon getting an accepted offer please forward the initial items to us within 48 Hrs.

- _____1 Residential Purchase Agreement and Joint Escrow Instruction* (RPA-CA + BIA-A + WPA Forms)
- _____2 Counter Offer(s) (If applicable)*
- _____3 Copy of Deposit Check*
- _____4 Agency Relationship Disclosure by Buyer (AD-11 Form)*
- _____5 Shortsale or REO Disclosures (If applicable)

DISCLOSURES:

- _____1 Confirmation Real Estate Agency Relationships (AC-6 Form)*
- _____2 Disclosure and Consent for Representation of More Than One Buyer or Seller (DA Form, if applicable)
- _____3 Addendum to Residential Purchase Agreement (SRAR/GAVAR/CVAR whichever applies)
- _____4 Statewide Buyer and Seller Advisory (SBSA Form)
- _____5 Real Estate Transfer Disclosure (TDS Form)
- _____6 Supplemental Statutory and Contractual Disclosure (SSD Form)
- _____7 Seller Property Questionnaire Form (SPQ Form)
- _____8 Water Heater and Smoke Detector Statement of Compliance (WHSD Form)
- _____9 Lead Base Paint Disclosure (FLD-11 Form)
- _____10 Property I.D. & Natural Hazard Disclosure (NHD)



- ____ 11 Residential Earthquake Hazard Report
- ____ 12 Buyers Affidavit (AB-11 Form)
- ____ 13 Sellers Affidavit of Non-Foreign Status (AS Form)
- ____ 14 Supplemental Property Tax Bill Disclosure (STP Form)
- ____ 15 MCA Disclosure
- ____ 16 Megan's Law Disclosure
- ____ 17 Buyer Inspection Elections (BIE Form)
- ____ 18 Receipt of Reports for Disclosures (RFR Form)
- ____ 19 Contingency Removal (CR Form)
- ____ 20 Receipt and Delivery of Notices to Perform (RDN Form)
- ____ 21 Acknowledgement for Homeowners Guide & HERS
- ____ 22 Affiliated Business Arrangement Disclosure and Dual Compensation Disclosure
(if also using Magna Capital Group, Inc. Lending Services)

INSPECTIONS:

- ____ 23 Termite Report & Completion or Waivers
- ____ 24 Licensed Home Inspection Report or Waivers
- ____ 25 For Your Protection: Get a Home Inspection (HID Form)
- ____ 26 Request for Repairs (RR Form) if applicable
- ____ 27 Agent Visual Inspection Disclosure (AVID Form) ***** SELLING AGENT*****
- ____ 28 Agent Visual Inspection Disclosure (AVID Form) *****LISTING AGENT*****
- ____ 29 Buyers Final Walk Thru Inspection

ESCROW:

- ____ 30 Escrow Instructions
- ____ 31 Escrow Receipt for Buyer's Deposit
- ____ 32 Preliminary Title Report Company
- ____ 33 Evidence of Fire Insurance
- ____ 34 Water Conservation Retrofit Certification
- ____ 35 Closing Settlement