

CENTURY 21 Consolidated

REQUIRED FOLDER INVENTORY

Documents to be signed by all parties as indicated.

Be sure ALL Date and Time field are completed on ALL FORMS

Address: _____

Date: _____

MLS #: _____

Agent: _____

LISTING CHECKLIST:

- | | |
|---|--|
| <input type="checkbox"/> 1 Tax Star, Parcel Map & Realist & Assessors Building Sketch | <input type="checkbox"/> 12 CMA/Search Criteria Report |
| <input type="checkbox"/> 2 MLS Full Printout & MLS History | <input type="checkbox"/> 13 SELLER Cost Analysis (BCCA) |
| <input type="checkbox"/> 3 Duties Owed Form (525) | <input type="checkbox"/> 14 Seller Service Pledge |
| <input type="checkbox"/> 4 Original Listing Contract (EARTS) | <input type="checkbox"/> 15 Inbound/Outbound Referral Seller) |
| <input type="checkbox"/> 5 Residential Data Form (RES) | <input type="checkbox"/> 16 American Home Shield (Accept/Reject) |
| <input type="checkbox"/> 6 Short Sale Addendum (if Applicable) | <input type="checkbox"/> 17 Seller's Email Address |
| <input type="checkbox"/> 7 Tenant Key Box Authorization Form (TKAF) | <input type="checkbox"/> 18 Order Office sign up with Regal Sign Service |
| <input type="checkbox"/> 8 Consent to Act (Accepted/Rejected) (CTA) | <input type="checkbox"/> 19 Place sign up confirmation in file |
| <input type="checkbox"/> 9 Sellers Real Property Disclosure (#547) | <input type="checkbox"/> 20 BDD Referral Sheet (If Applicable) |
| <input type="checkbox"/> 10 Construction Defect Disclosure (CDWF) (If Applicable) | <input type="checkbox"/> 21 12 photos minimum for MLS |
| <input type="checkbox"/> 11 Lead Based Paint Form(LBPSP) if built before 1978 | <input type="checkbox"/> 22 Residential Disclosure Guide |

SALES CHECKLIST:

- | | |
|--|--|
| <input type="checkbox"/> 1 Transaction Report (Buyer + Seller Info + Codes) | <input type="checkbox"/> 18 Information Statement Disclosing Homeowner's Rights and Obligations (#584) |
| <input type="checkbox"/> 2 Tax Star, Parcel Map & Realist&Assessors Building Sketch | <input type="checkbox"/> 19 Purchase Receipt of HOA-Certificate of Resale |
| <input type="checkbox"/> 3 Duties Owed (525) (if we represent the Buyer) | <input type="checkbox"/> 20 Condo Conversion (Y/N) |
| <input type="checkbox"/> 4 MLS Full Printout & MLS History | <input type="checkbox"/> 21 Condo Conversion Disclosure (CDD) (if applies) |
| <input type="checkbox"/> 5 Original Purchase Agreement RPA (if your sale) or copy (if your listing) and All Counter Offers | <input type="checkbox"/> 22 Inbound/Outbound Referral Buyer (Accept/Reject) |
| <input type="checkbox"/> 6 Short Sale Addendum (If Applicable) | <input type="checkbox"/> 23 Special Assessments LID's or SID's |
| <input type="checkbox"/> 7 Consent to Act (CTA) (If Applicable) | <input type="checkbox"/> 24 For Your Protection: Get a Home Inspection (HUD) |
| <input type="checkbox"/> 8 Sellers Real Property (#547) | <input type="checkbox"/> 25 Buyer's Response to Home Inspection & Request Repairs |
| <input type="checkbox"/> 9 Construction Defect Disclosure (CDWF) (If applicable) | <input type="checkbox"/> 26 American Home Shield (Accept/Reject) |
| <input type="checkbox"/> 10 Lead Based Paint Form(LBPSP) if built before 1978 | <input type="checkbox"/> 27 PCC Enrollment on Transaction Report Y/N |
| <input type="checkbox"/> 11 Pre-approval and/or POF | <input type="checkbox"/> 28 Buyers email address |
| <input type="checkbox"/> 12 Copy of Earnest Money Deposit or Wire Confirmation | <input type="checkbox"/> 29 BDD Referral Sheet (if applicable) |
| <input type="checkbox"/> 13 CMA/Search Criteria Report | <input type="checkbox"/> 30 Residential Disclosure Guide |
| <input type="checkbox"/> 14 Escrow Instructions (Opening Package) | <input type="checkbox"/> 31 REO Notice |
| <input type="checkbox"/> 15 New Home Sales- CO-OP Agreement | <input type="checkbox"/> 32 Flood Zone Map (CASH TRANSACTIONS) |
| <input type="checkbox"/> 16 Buyer Service Pledge | <input type="checkbox"/> 33 Buyers Notice of Disclosure |
| <input type="checkbox"/> 17 Buyer Broker Agreement w/Realty Service Fee | |

CLOSED ESCROW CHECKLIST:

- | | |
|--|--|
| <input type="checkbox"/> 1 Settlement Sheet and Closing Check from Escrow (need Client's forwarding address) | <input type="checkbox"/> 4 Walk-Thru - Signed by all parties |
| <input type="checkbox"/> 2 Commission Order Signed by ALL PARTIES | <input type="checkbox"/> 5 MLS Full Printout |
| <input type="checkbox"/> 3 Closing Package | <input type="checkbox"/> 6 Sign Removal Order & Confirmation |