

Real Estate Transaction Checklist

Real Estate

AGENT'S DETAILS

Name of the agent

Signature of the agent

SIGNATURE

please mention the date

DATE

2017-01-01

Mention the License Number

Please mention the contact details

BUYER'S DETAILS

Buyer's Signature

SIGNATURE

please mention the date

DATE

2017-01-01

Please mention the contact details

COMPANY'S DETAILS

Name of the Escrow Company

Mention the complete Address

Name of the Escrow Officer

SIGNATURE

Date Schedules for Close of Escrow

DATE

2017-01-01

Buyer's name

CONTRACT DETAILS

Please specify the Requirements

textarea

Please select which of opening documents are available?

- ☐ Listing Agreements ☐ Buyer's Pre-Qualification ☐ Purchase Agreement and Attached Forms
☐ Seller Counter Offer ☐ Buyer Counter Offer ☐ MLS Sheet- Full Agent Sheet ☐ Receipt of

Please select the documents which were completed

- ☐ Agency Disclosure Report ☐ Natural Hazard Disclosure Report ☐ Natural Hazard Disclosure Statement
☐ Real Estate Transfer Disclosure ☐ Residential Earthquake Hazards Report

Please select the documents which were completed

- ☐ Contingency Removal ☐ Property Inspection Report ☐ Buyer's Request for Repairs
☐ Seller's Reply to Request for Repairs ☐ Physical Inspection Waiver ☐ Termite Inspection ☐ Termite

DETAILS OF SELLER'S ATTORNEY

Name of seller's attorney

signature of seller's attorney

SIGNATURE

please mention the date

DATE

2017-01-01

Please mention the contact details

DETAILS OF THE BUYER'S ATTORNEY

Name of the agent

Signature of the agent

SIGNATURE

please mention the date

DATE

2017-01-01

Mention the License Number

Please mention the contact details

Name of the Seller

Signature of the seller

SIGNATURE

Please mention the contact details of the Seller

DETAILS OF THE SELLER'S AGENT

Name Seller's Agent

Signature of seller's agent

SIGNATURE

please mention the date

DATE

2017-01-01

Please mention the contact details

GENERAL

Buyer's Attorney License Number

Listing Id

Listing type

Describe listing

Contractual requirements

Are below documents ready?

Yes

No

Buyer Counter Offer

Seller Counter Offer

Buyer's Pre-Qualification

Wire Fraud Advisory

Listing Agreement

Receipt of Initial Deposit

Purchase Agreement and attached forms

FHA/VA Amendatory Clause

MLS Sheet- Full Agent Sheet

Disclosures and Reports

Natural Hazard Disclosure Statement

Water Conserving Plumbing Fixtures and Carbon Monoxide

Seller's Questionnaire (SPQ)

Agency Disclosure Report

Statewide Buyer and Seller Addendum

Natural Hazard Disclosure Report

Affiliated Business Disclosure Statement

Real Estate Transfer Disclosure

Residential Earthquake Hazards Report Signature Page

Inspections, Reports, Clearances, and Repairs

Physical Inspection Waiver

Property Inspection Report

Termite Completion

Buyer's Request for Repairs

Termite Inspection

Contingency Removal

Seller's Reply to Request for Repairs

Escrow Company

Escrow Company

Address

Escrow Officer

Date Schedules for Close of Escrow

Buyer contact details

Buyer name

Buyer signature

Buyer Signing Date

Buyer's agent name

Buyer's agent signature

Buyer's agent Signing Date

Buyer's agent License Number

Buyer's agent contact details

Buyer's Attorney name

Buyer's Attorney signature

Buyer's Attorney Signing Date

Buyer's Attorney contact details

Seller contact details

Seller name

Seller signature

SIGNATURE

Seller Signing Date

DATE

2017-01-01

Seller's agent name

Seller's agent signature

SIGNATURE

Seller's agent Signing Date

DATE

2017-01-01

Seller's agent License Number

Seller's agent contact details

Seller's Attorney name

Seller's Attorney signature

SIGNATURE

Seller's Attorney Signing Date

DATE

2017-01-01

Seller's Attorney License Number

Seller's Attorney contact details