

Gold Star Realty BRE CHECKLIST

PROPERTY ADDRESS:

LISTING AGENT:

SELLING AGENT:

Company:

Company:

Address:

Address:

Phone:

Phone:

Email:

Email:

Number and stack documents according to the checklist that apply to your transaction - number on bottom right corner.

LA = Listing Agent • SA = Selling Agent • BA = Both Agents • E = Escrow

Mgr	Agt	From	#	Document
		BA	1	(AD-1) Disclosure Regarding Agency Relationships * <input type="checkbox"/> L/A <input type="checkbox"/> S/A
		SA	2	(DA-1) Disclosure & Consent to Represent More than one Buyer/Seller
		LA	3	(RLA) Residential Listing Agreement (GSR Listing Only)
		LA	4	(SA-11) Sellers Advisory (GSR Listing Only)
		LA	5	(SA-1) Sellers Affidavit (Must have SS# & appropriate boxes checked for each seller.)
		SA	6	(AB-11) Buyers Affidavit (sales under \$300,000)
		SA	7	(RPA-CA) Purchase Agreement/Deposit Receipt –or- HUD/VA contract
		SA	8	(BIA) Buyers Inspection Advisory
		BA	9	(PAA-1) Purchase Agreement Addendum (Short sale, possession, rent back, etc.)
		BA	10	(SSIA) Short Sale Information and Advisory
		BA	11	(SSA) Short Sale Addendum
		LA	12	(REOL) REO Advisory (Listing) (Foreclosure sale)
		BA	13	(REO) Advisory
		LA	14	(TAL) Trust Advisory (Listing) (Trust sale)
		BA	15	(TA) Trust Advisory (Trust sale)
		BA	16	(PAL) Probate Advisory (Listing)
		BA	17	(PAK) Probate Advisory
		BA	18	(COP) Contingency for Sale or Purchase of Other Property (Contract addendum)
		SA	19	(CBC) Cooperating Broker Compensation Agreement (Contract addendum)
		BA	20	(CO) Counter Offer(s) <input type="checkbox"/> #1 <input type="checkbox"/> #2 <input type="checkbox"/> #3 <input type="checkbox"/> #4
		SA	21	Copy of Deposit Check & Trust Log Record (Or Wire Funds)
		E	22	Escrow Instructions (Copy to office within 5 days of opening escrow)
		E	23	Escrow Amendments *
		E	24	Copy of Deposit Check and Receipt from Escrow
		E	25	Preliminary Title Report
		SA	26	Physical Inspection Condition <input type="checkbox"/> Report -or- <input type="checkbox"/> Waiver (Due on all sales)
		SA	27	(RR-1) Request for Repairs
		LA	28	(TDS) Transfer Disclosure Statement
		SA	29	(HID-11) Get a Home Inspection (Required for FHA Buyers)

	LA	30	(AVID) Agent Visual Inspection * <input type="checkbox"/> L/A <input type="checkbox"/> S/A
	LA	31	(SDS-11) Smoke Detector / Water Heater Statement of Compliance *
	LA	32	(CMD) Carbon Monoxide Detector Notice
	LA	33	(FLD) Lead-Based Paint Disclosure (Built prior to 1978)
	LA	34	Earthquake Hazards Booklet Receipt (Built prior to 1960)
	LA	35	Earthquake Hazards Report (Built prior to 1960)
	LA	36	HOA/Land Lease Transfer Acceptance (GSR doc)
	LA	37	(SPQ) Seller Property Questionnaire
	LA	38	Mold Disclosure <input type="checkbox"/> Included in Zone Report (Actual page MUST be signed)
	LA	39	Natural Hazards Report
	LA	40	Natural Hazards Disclosure Statement (Must have all agents' signatures.)
	LA	41	Tax Data Report <input type="checkbox"/> Included in Zone Report
	LA	42	Statewide Disclosure / Market Conditions
	SA	43	(RFR) Receipt for Reports
	SA	44	(CR) Contingency Removal Form
	LA	45	(NBP) Notice to Buyer To Perform <input type="checkbox"/> #1 <input type="checkbox"/> #2 <input type="checkbox"/> #3
	LA	46	(NSP) Notice to Seller To Perform <input type="checkbox"/> #1 <input type="checkbox"/> #2 <input type="checkbox"/> #3
	BA	47	Copy of MLS Printout (MLS#)
	LA	48	Termite Report <input type="checkbox"/> Report -or- <input type="checkbox"/> Completion Date
	BA	49	Home Warranty Company: Policy #
	E	50	Buyers Receipt of CC&R Package from Escrow
	BA	51	(VP-11) Verification of Property Condition -or- <input type="checkbox"/> Waiver
	E	52	Closing Statement Final Closing Date:
	BA	53	Copy of Gross Commission Check from Escrow

Please Include additional contracts or supporting documents not on the BRE Checklist below:

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All documents must be fully executed, signed by all parties, stacked and numbered per checklist. A complete file will be submitted **prior** to disbursement of commission checks. Files submitted later than 3 days after COE date shall be charged a **\$200 LATE FEE**.