

# REO CLOSED FILE TEMPLATE

INSTRUCTIONS : AGENTS ARE TO ENSURE ALL FORMS ARE THE LATEST C.A.R. REVISIONS. All non C.A.R Forms can be found on the Intranet Keller Williams Website or on Agent Services desk. All files to be uploaded to DOTLOOP within 3 days of taking a listing or getting your offer accepted.

\*\***(M)** DENOTES MANDATORY FORMS IN FILE\*\*

<b>LISTING</b>	
1	Property Profile / Realist Tax Print Out (M)
2	(AD) Disclosure Regarding Real Estate Agency Relationship if supplied (M)
3	Master Listing Agreement and/or List Letter (M)
4	Email Copy of Price Reduction Request from Asset Manager, as needed (M)
5	MLS "ACTIVE" Print out (M)
6	Misc Communication from Bank/Asset Mgr
<b>INITIAL SALES DOCUMENTS</b>	
7	GREEN SHEET (Copy) Please turn in the Original to the MCA within 3 days. (M)
8	MLS "PENDING" Print out (M)
<b>SALES DOCUMENTS</b>	
9	(AD) Disclosure Regarding Real Estate Agency Relationship ( <i>from buyers agent w/ sellers Signatures</i> ) (M)
10	(PRBS) Possible Representation of More than one Buyer or Seller (M)
11	(WFA) Wire Fraud Advisory (M)
12	(ESA) Electronic Signature Addendum ( <b>WET SIGNATURES ONLY</b> ) (M)
13	(RPA) Residential Purchase Agreement w/(BIA) Buyers Inspection Advisory and/or REO Bank Addendum (M)
14	(SCO) Seller Counter Offer(s) 1 ___ 2 ___ 3 ___
15	(BCO) Buyer Counter Offer(s) 1 ___ 2 ___ 3 ___
16	(SMCO) Seller Multiple Counter Offer(s) 1 ___ 2 ___ 3 ___
<b>ESCROW DOCUMENTS</b>	
17	Copy of Deposit Check and Trust Log Entry ( <i>if representing buyer</i> )
18	Escrow Deposit Receipt (M)
19	Escrow Instructions, Amendments (M)
20	Commission Instructions (M)
21	Misc. Forms
<b>DISCLOSURES</b>	
22	(REO) REO Advisory (M)
23	(WCMD) WATER-CONSERVING PLUMBING FIXTURES/CMD NOTICE (M)
24	(MCA) Market Conditions Advisory (M)
25	(RCSA-B) Representative Capacity Signature Addendum-Buyer
26	(CBC) Cooperating Broker Compensation Agreement
27	(SBSA) Statewide Buyer and Seller Advisory signed by buyer (M)
28	SBSA Addendum (M)
29	(AVID) Agent Visual Inspection Disclosure (Keller Williams AVID is Mandatory) signed by buyer (M)
30	(WHSD) Water Heater & Smoke Detector Statement of Compliance <i>signed by buyer</i> (M)
31	(FLD) Lead Based Paint Disclosure (use for homes built prior to 1978) (may omit if in REO contract)
32	Residential Earthquake Hazard Report (use for homes built prior to 1960) <i>signed by buyer</i>
33	Receipt for Environmental Hazard Report (Earthquake Booklet) (M)
34	(AS) Sellers Affidavit FIRPTA with Bank Tax ID or SSN <i>signed by Seller (when provided) &amp; Buyer</i> (M)
35	(AB-11) Buyers Affidavit (Homes sold under \$300,000)
36	(CR) Contingency Removal(s) (M)
37	(FVAC) FHA/VA Amendatory FHA/VA Notice and Addendum
38	(KW) Statement of Affiliated Services (M)
39	Notice to Perform
40	Misc. Forms - Loan Pre-qual, Conversation Log, CCR's/HOA Doc Receipt signed by buyer
<b>REPORTS/INSPECTIONS</b>	
41	Preliminary Title Report (M)
42	Prelim Receipt w/ Buyer Signature (M)
43	Natural Hazard Disclosure Report (M)
44	NHD Receipt Signed by Buyer and Agent (M)
45	Buyers Inspection or Waiver, <i>signed by buyer</i> (M)
46	Termite Report (M)
47	Termite Clearance signed by buyer (M)
<b>CLOSING DOCUMENTS</b>	
48	(VP) Verification of Property Condition or Waiver, <i>signed by buyer</i> (M)
49	Proof of Home Warranty or Waiver (M)
50	Closing Statement with escrow deposit check receipt (M)
51	MLS "SOLD" Print out (M)