

STANDARD FILE TEMPLATE

AGENT NAME: _____ T.C. _____

PROPERTY ADDRESS: _____

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 ****

INITIAL LISTING DOCUMENTS

- 1 (AD-1) AGENCY DISCLOSURE - FOR SELLER/LISTING AGENT (M)
- 2 (PRBS) POSSIBLE REPRESENTATION OF MORE THAN ONE BUYER OR SELLER (M)
- 3 (WFA) WIRE FRAUD ADVISORY (M)
- 4 (RLA/SA) LISTING AGREEMENT & SELLER'S ADVISORY (M)

LISTING DOCUMENTS

- 5 (SELM) SELLER INSTRUCTIONS TO EXCLUDE LISTING FROM THE MLS/CAR EXCLUSION (BROKER/MANAGER TO SIGN)
- 6 (RCSD-S) REPRESENTATIVE CAPACITY SIGNATURE DISCLOSURE-FOR SELLER REPRESENTATIVES
- 7 (KW or ESV) ELECTRONIC SIGNATURE CONSENT FORM (WET SIGNATURES ONLY) (M)
- 8 SELLER'S NET PROCEEDS FORM/ WITH SELLERS SIGNATURE/MANDATORY
- 9 COMPARATIVE MARKET ANALYSIS W/ SELLER'S SIGNATURE/MANDATORY
- 10 PROPERTY PROFILE / REALIST TAX PRINT OUT (M)
- 11 (DIA) DISCLOSURE INFORMATION ADVISORY (M)
- 12 (AS) SELLER FIRPTA (ON ALL LISTINGS) (SOCIAL REQUIRED) - SELLER SIGNED (M)
- 13 (AVID) KW AGENT VISUAL INSPECTION DISCLOSURE (Keller Williams AVID is MANDATORY - L/A SELLER SIGNED ONLY)
- 14 (TDS) TRANSFER DISCLOSURE STATEMENT MANDATORY - L/A SELLER SIGNED ONLY / (ESD) EXEMPT SELLER DISCLOSURE (M)
- 15 (SPQ) SELLER PROPERTY QUESTIONNAIRE SELLER SIGNED ONLY (M)
- 16 (HOA)(HOA2)(HOA3) HOMEOWNER'S ASSOCIATION INFORMATION REQUEST FORM (IF APPLICABLE)
- 17 MLS ACTIVE PRINTOUT (M)
- 18 (MT) MODIFICATION OF TERMS W/ UPDATED MLS PRINTOUT
- 19 (SSIA) SHORT SALE ADDITIONAL INFO, (ARC) AUTHORIZATION TO RECEIVE INFO
- 20 MISC. FORMS - (KLA) Keysafe Lock Add. (COL) Cancel of Listing, Additional Signature Addendum

INITIAL SALES DOCUMENTS

- 21 GREEN SHEET (COPY) Please turn in the Original to the MCA within 3 Days. (M)
- 22 MLS PENDING PRINTOUT (M)

PURCHASE DOCUMENTS

- 23 (RPA-CA/BIA) RESIDENTIAL PURCHASE AGREEMENT W/ BUYERS INSPECTION ADVISORY (M)
- 24 (AD-2 / AD-3) AGENCY DISCLOSURE - BUYER/SELLING AGENT & SELLER/SELLING AGENT (M)
- 25 (PRBS) POSSIBLE REPRESENTATION OF MORE THAN ONE BUYER OR SELLER (M)
- 26 (WFA) WIRE FRAUD ADVISORY (M)
- 27 (SMCO) SELLER MULTIPLE COUNTER OFFER(S) _____
- 28 (SCO) SELLER COUNTER OFFER(S) _____
- 29 (BCO) BUYER COUNTER OFFER(S) _____
- 30 LENDER PRE-APPROVAL LETTER / PROOF OF FUNDS (M)
- 31 (COP) CONTINGENCY FOR SALE OR PURCHASE OF OTHER PROPERTY
- 32 (SPRP) SELLER PURCHASE OF REPLACEMENT PROPERTY
- 33 COPY OF BUYER'S CHECK W/ COMPLETED TRUST ACCOUNT LOG PAGE

ESCROW DOCUMENTS

- 34 COPY OF ESCROW RECEIPT OF DEPOSIT (M)
- 35 ESCROW INSTRUCTIONS (M)
- 36 COMMISSION INSTRUCTIONS (M)
- 37 MISC. ESCROW DOCUMENTS: AMENDMENTS, PAGE 10 OF RPA, ETC.

ADDENDUMS & FHA DISCLOSURES

- 38 (ADM) ADDENDUM/TEXT OVERFLOW ADDENDUM _____
- 39 TEXT OVERFLOW ADDENDUM
- 40 (SSA) SHORT SALE ADDENDUM
- 41 (FVAC)(FVA) FHA/VA AMENDATORY CLAUSE/FHA/VA NOTICE AND ADDENDUM
- 42 (HID) HOME INSPECTION DISCLOSURE (FHA ONLY)

DISCLOSURES

- 43 (MCA) MARKET CONDITION ADVISORY (M)
- 44 (SBSA) STATEWIDE BUYER AND SELLER ADVISORY (M)
- 45 (DIA) DISCLOSURE INFORMATION ADVISORY (M)
- 46 (AS) SELLER FIRPTA (ON ALL LISTINGS) (SOCIAL REQUIRED) - MANDATORY. IF REPRESENTING BUYER, (QS) QUALIFIED SUBSTITUTE (M)
- 47 (AB-11) BUYER AFFADAVIT (OWNER OCCUPANT/SALES PRICE DOES NOT EXCEED \$300K)
- 48 (AVID) KW AGENT VISUAL INSPECTION DISCLOSURE (Keller Williams AVID is MANDATORY)
- 49 (AVID) COOPERATING OFFICE AVID
- 50 (TDS) TRANSFER DISCLOSURE STATEMENT / (ESD) EXEMPT SELLER DISCLOSURE (M)
- 51 (SPQ) SELLER PROPERTY QUESTIONNAIRE (M)
- 52 (FLD) LEAD BASED PAINT DISCLOSURE (PRE - 1978)
- 53 (SPT) NOTICE OF YOUR SUPPLEMENTAL TAX BILL
- 54 (BHAA) BUYERS HOME OWNERS ASSOCIATION ADVISORY
- 55 RECEIPT FOR ENVIRONMENTAL HAZARDS BOOKLET (EARTHQUAKE BOOKLET) (M)
- 56 (RR) REQUEST FOR REPAIRS
- 57 (RRRR) SELLER RESPONSE AND BUYER REPLY TO REQUEST FOR REPAIR
- 58 (AAA) ADDITIONAL AGENT ACKNOWLEDGEMENT
- 59 (NSP) NOTICE TO SELLER TO PERFORM
- 60 (NBP) NOTICE TO BUYER TO PERFORM
- 61 (CR) CONTINGENCY REMOVAL (M)
- 62 (WCMD) WATER-CONSERVING PLUMBING FIXTURES/CMD NOTICE (M)
- 63 (DCE) DEMAND TO CLOSE ESCROW
- 64 (MISC., RCSD-B, FORMS, CONVERSATION LOG, BMI, CLLC, ETC.) CC&R & HOA APPROVAL RECEIPT FOR REPORTS

KW DISCLOSURES

- 65 (KW) MOLD ADVISORY (M)
- 66 (KW or ESV) ELECTRONIC SIGNATURE CONSENT FORM (WET SIGNATURES ONLY) (M)
- 67 (KW) SBSA ADDENDUM (M)
- 68 (KW) STATEMENT OF AFFILIATED SERVICES (M)

REPORTS

- 69 RESIDENTIAL EARTHQUAKE HAZARDS REPORT (PRE - 1960)
- 70 NATURAL HAZARD DISCLOSURE REPORT (M)
- 71 (NHD) RECEIPT WITH SIGNATURES (M)
- 72 PRELIMINARY TITLE REPORT (M)
- 73 SIGNED RECEIPT OF PRELIMINARY TITLE REPORT (M)
- 74 PHYSICAL INSPECTION REPORT OR WAIVER (M)
- 75 MISC. APPRAISAL REPORT, SEPTIC INSPECTION, ETC.

CLOSING DOCUMENTS

- 76 (VP) VERIFICATION OF PROPERTY CONDITION OR WAIVER MANDATORY
- 77 TERMITE REPORT
- 78 BUYERS APPROVAL OF TERMITE CLEARANCE
- 79 PROOF OF HOME WARRANTY OR WAIVER (M)
- 80 CLOSING STATEMENT FROM ESCROW (M)
- 81 MLS SOLD PRINTOUT (M)