

VACANT LAND CHECKLIST

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 Keller Williams Intranet website, the KW Corona Support website, or on the wall next to the west hall copier. All files to be uploaded to COMMAND within 3 days of taking a listing or getting your offer accepted. **** (M) DENOTES MANDATORY FORMS IN FILE ****

LISTED	
	(AD-1) AGENCY DISCLOSURE - FOR SELLER/LISTING AGENT (M)
	(DM-LA) DISCLOSURE AND MODIFICATION TO LISTING AGREEMENT (M)
	(VLL) VACANT LAND LISTING AGREEMENT (M)
	(BCA) BROKER COMPENSATION ADVISORY (M)
	(PRBS) POSSIBLE REPRESENTATION OF MORE THAN ONE BUYER OR SELLER (M)
	(CCPA) CALIFORNIA CONSUMER PRIVACY ACT ADVISORY (M)
	(SVLA) SELLER'S VACANT LAND ADVISORY (M)
	(RCSD-S) REPRESENTATIVE CAPACITY SIGNATURE DISCLOSURE/SELLER
	(AS) SELLER FIRPTA (ON ALL LISTINGS) (SOCIAL REQUIRED). IF REPRESENTING BUYER, (QS) QUALIFIED SUBSTITUTE
	(VLQ) SELLER VACANT LAND QUESTIONNAIRE (SELLER SIGNED ONLY) (M)
	SELLER'S NET PROCEEDS FORM
	COMPARATIVE MARKET ANALYSIS
	PROPERTY PROFILE / REALIST TAX PRINT OUT, COPY OF TRUST (M)
	(HOA)(HOA2)(HOA3) HOMEOWNER'S ASSOCIATION INFORMATION REQUEST FORM
	MLS ACTIVE PRINTOUT (M)
	(MT) MODIFICATION OF TERMS W/ UPDATED MLS PRINTOUT
	(TA) TRUST ADVISORY
	(SELM) SELLER INSTRUCTION TO EXCLUDE FROM MLS/CAR EXCLUSION FORM
	(SSIA) SHORT SALE ADVISORY (ARC) AUTHORIZATION TO RECEIVE INFO
	(KW or ESV) ELECTRONIC SIGNATURE CONSENT FORM (M)
UNDER CONTRACT	
	MLS PENDING PRINTOUT (M)
	(AD-2 / AD-3) AGENCY DISCLOSURE - BUYER/SELLING AGENT & SELLER/SELLING AGENT (M)
	(VLPA-BIA) VACANT LAND PURCHASE AGREEMENT-BUYER INSPECTION ADVISORY (M)
	(PRBS) POSSIBLE REPRESENTATION OF MORE THAN ONE BUYER OR SELLER (M)
	(FHDA) FAIR HOUSING AND DISCRIMINATION ADVISORY (M)
	(WFA) WIRE FRAUD ADVISORY (M)
	(CCPA) CALIFORNIA CONSUMER PRIVACY ACT ADVISORY (M)
	(BVLIA) BUYERS VACANT LAND ADDITIONAL INSPECTION ADVISORY (M)
	(SCO) SELLER COUNTER OFFER(s) _____, _____, _____, _____, _____
	(BCO) BUYER COUNTER OFFER(s) _____, _____, _____, _____, _____
	(SMCO) SELLER MULTIPLE COUNTER OFFER(s) _____, _____, _____, _____, _____
	(SPBB) SELLER PAYMENT FOR BUYER'S BROKER
	(ADM) ADDENDUM _____, _____, _____, _____
	COPY OF BUYER'S CHECK W/ COMPLETED TRUST ACCOUNT LOG PAGE
	COPY OF ESCROW RECEIPT OF DEPOSIT (M)
	ESCROW INSTRUCTIONS (M)
	COMMISSION AUTHORIZATION (M)
	MISC FORMS
	(MCA) MARKET CONDITION ADVISORY (M)
	(RU-PA) RESIDENTIAL UNITS PURCHASE ADDENDUM
	(AS) SELLER FIRPTA (ON ALL LISTINGS) (SOCIAL REQUIRED). IF REPRESENTING BUYER, (QS) QUALIFIED SUBSTITUTE - MANDATORY (M)
	(VLQ) SELLER VACANT LAND QUESTIONNAIRE (M)
	(SSA) SHORT SALE ADDENDUM
	(SBSA) STATEWIDE BUYER AND SELLER ADVISORY (M)
	(WFDA) WILD FIRE ADVISORY
	(BRBC)/(BTA) BUYER REPRESENTATION AND BROKER COMPENSATION AGREEMENT/BUYER TRANSACTIONAL ADVISORY
	(ABCD) ANTICIPATED BROKER COMPENSATION DISCLOSURE
	(RCSD-B) REPRESENTATIVE CAPACITY SIGNATURE DISCLOSURE/BUYER
	(NSP) NOTICE TO SELLER TO PERFORM
	(NBP) NOTICE TO BUYER TO PERFORM
	(CR) CONTINGENCY REMOVAL (M)
	MISC FORMS
	(KW) ADDITIONAL BUYER'S ADVISORY (M)
	(KW) ELECTRONIC SIGNATURE CONSENT FORM (M)
	(KW) KW STATEMENT OF AFFILIATED SERVICES (M)
	(KW) PRELIMINARY TITLE REPORT ADVISORY (M)
	NATURAL HAZARD DISCLOSURE REPORT (M)
	NHD RECEIPT W/ SIGNATURES (M)
	PRELIMINARY TITLE REPORT (M)
	PRELIM RECEIPT W/ BUYER'S SIGNATURE (M)
	COPIES OF INSPECTION REPORT (EXAMPLE: WELL, SEPTIC, ETC.) (M)
	MISC. REPORTS
CLOSED	
	REFERRAL FORM (SIGNED BY BROKERS AND AGENTS)
	CLOSING STATEMENT FROM ESCROW (M)
	MLS SOLD PRINTOUT (M)