

Property Address: Purchase Price:

Listing Agent: Selling Agent:

Sellers: Buyers:

Commission Split: Short Sale or REO: COE:

Doc#	Document	S	B	TC	MGR	Notes
Tab 1: Agency Disclosures						
AD 1	Agency Disclosure LA/Seller					
AD 2	Agency Disclosure SA/Buyer					
AD 3	Agency Disclosure SA/Seller					
DA	Disclosure and Consent					
PRBS	Possible rep of more than one B or S					
	Utopia Affiliate Business Arrangement					

Tab 2: Contracts and Deposits						
LA	Listing Agreement					
SA	Seller's Advisory					
	MLS Print Out					
RPA	Residential Purchase Agreement					
CO	Buyer's and Seller's counter offers					
BIA	Buyer's Inspection Advisory					
AB	Buyer's Affidavit (under \$500k/occupy)					
REO	REO Advisory					
SSA	Short Sale Addendum					
A	Addendum					
	Seller's FIRPTA					

Tab 3: Disclosures						
TDS	Transfer Disclosure Statement					
AVID	Agent Visual Inspection					
SPQ	Seller Property Questionaire					if no SPQ an SSD is required
SBSA	Statewide Buyer and Seller Advisory					
LAD	Local Area Disclosures					
SSIA	Short Sale Information Advisory					
MCA	Market Conditions					
FLD	Lead Based Paint Disclosure (1978)					
NHD	Natural Hazard Zone Report					Date Ordered
	Natural Hazards Receipt					
	Earthquake Hazards Report (1960)					
	Water Conservation Cert (City of SD)/Verification					Circle which applies: On File WCC TRRC
	Booklet Signature Page - Residential Environment Hazards					
PSD	Parking & Storage Disclosure (only for HOA)					
WHS	Water Heater					
DBD	Megan's Law (database disclosure)					
SPT	Supplemental Taxes					

Tab 4: Inspections						
BIW	Physical Inspection/Waiver					(HID required for FHA loans)
	Pest Control Inspection (Include Invoice)					Date Ordered
	Pest Control Clearance					
	Receipt for Report: Maintenance Records					(If Applicable)
	Receipt for Report: Other					R1_ R2_ R3_

Tab 5: Contingency, Verification, RR						
	Lender Preapproval Letter					
	Short Sale Lender Approval Letter					(If Applicable)
	Home Warranty Buyer's Waiver					
	Home Warranty Confirmation or Waiver					
	Notice to Perform (NBP or NSP)					
ETA	Extension of Time					
RR	Request for Repairs or Waiver					R1_ R2_ R3_
CR	Contingency Removal					CR1_ CR2_ CR3_
VP	Verification of Property Condition					

Tab 6: Escrow Docs						
	Escrow Instructions and Amendments					
	Copy of Deposit from Escrow					
	Commission Instructions					
	Preliminary Title Report					
	Escrow Signature on page 8 of RPA					
	HOA Document receipt					
Tab 7: Commission Disbursements, Checks, Closing Statements						
	Closing Statement					
	Check Breakdown					
	Copy of commission checks					
Tab 8: Correspondence						
	Emails with clients or agents					