

LA: _____ CoOpTC: _____ SA: _____
 Email: _____ Email: _____ Email: _____

Disclosure Packet Review Checklist (4/14/2021)

Address:		Transaction Rm #
	<i>✓ Checked boxes are completed items</i>	
#	Form Title or Description	What's Needed
<input type="checkbox"/>	Listing Agreement (for our file, not the listing package)	
<input type="checkbox"/>	Listing Agreement Coronavirus Addendum (for our file)	
<input type="checkbox"/>	(SELM) Seller to Exclude from MLS (till date given for MLS)	
<input type="checkbox"/>	Pre Inspection Agreement (if using for our file, not list package)	
<input type="checkbox"/>	Squatting Scam Form (if using for our file, not list package)	
<input type="checkbox"/>		
<input type="checkbox"/>	Cover Sheet (auto-generated in Disclosures IO)	
<input type="checkbox"/>	MLS Printout	
<input type="checkbox"/>	Public Records Tax Data	
<input type="checkbox"/>	Square Footage and Lot Size Advisory and Disclosure	
<input type="checkbox"/>	Seller List of Improvements (not required)	
<input type="checkbox"/>	AD Agency Disclosure listing firm to seller	
<input type="checkbox"/>	Seller PEAD Corona Virus Property Entry Form	(from Listing Agreement Coronavirus Addendum)
	Corona Virus Prop. Entry Guidelines (it's attached to seller PEAD)	
<input type="checkbox"/>	Additional Agent Acknowledgement (if Two BHR agents)	
<input type="checkbox"/>	RCSD Representative Capacity Signature Disc. (if applicable)	
<input type="checkbox"/>	TA Trust Advisory (if applicable)	
<input type="checkbox"/>	Seller's Affidavit of NonForeign Status AS FIRPTA	
<input type="checkbox"/>	MCA Market Conditions Advisory	
<input type="checkbox"/>	SBSA Statewide Buyer & Seller Advisory	
<input type="checkbox"/>	Home Fire Hardening Disclosure and Advisory (if in Hazard Area)	
<input type="checkbox"/>	Alameda or Contra Costa Disclosures & Disclaimers Advisory	
<input type="checkbox"/>	East Bay Purchase Agreement Addendum	
<input type="checkbox"/>	Oakland Sidewalk Advisory/Certificate	
<input type="checkbox"/>	Sewer Lateral Compliance (if available) or Extension Certificate	
<input type="checkbox"/>	*ESD Exempt Seller Disclosure (if no SPQ provided)	
<input type="checkbox"/>	TDS Transfer Disclosure Statement (if not a trust)	
<input type="checkbox"/>	SPQ Seller Property Questionnaire (if not a trust)	
<input type="checkbox"/>	Addendum to Seller's Disclosures (use Text Overflow Addendums)	
<input type="checkbox"/>	AVID Listing Agent's (disclosure)	
<input type="checkbox"/>	FLD Lead-Based Paint Form	
<input type="checkbox"/>	Berkeley Hills Realty Addendum to Lead Form (pre-1978 houses)	
<input type="checkbox"/>	BESO - Inspection for Berkeley (if provided)	
<input type="checkbox"/>	WCMD Water Conserving Plumbing and Carbon Monoxide	
<input type="checkbox"/>	*WHSD Water Heater/Smoke Detector Statement (if no TDS used)	
<input type="checkbox"/>	Combined Hazard Booklets (full document)	
<input type="checkbox"/>	Receipt for Combined Hazards Booklet	
<input type="checkbox"/>	Residential Earthquake Risk Disclosure (no zip form, on our site)	Homeowner's Guide to Earthquake Safety on GLIDE
<input type="checkbox"/>	Natural Hazard Zone Disclosure and Tax Disclosure	
<input type="checkbox"/>	Preliminary Title Report (if pre-escrow opened)	
<input type="checkbox"/>	Home Inspection	
<input type="checkbox"/>	Wood Destroying Pest and Organism Report	

Client 1 name: _____ Client 2 name: _____
 Client 1 email: _____ Client 2 email: _____

LA: _____

CoOpTC: _____

SA: _____

Email: _____

Email: _____

Email: _____

	<input type="checkbox"/>	Miscellaneous Reports	
	<input type="checkbox"/>	SSA Short Sale/REO Disclaimer and Advisory (if applicable)	
	<input type="checkbox"/>	HOA Document Advisory for Buyers (fi applicable)	
	<input type="checkbox"/>	Parking and Storage Disclosure - Multi-unit building or Condo	
	<input type="checkbox"/>	HOA Documents (if applicable)	
	<input type="checkbox"/>	Historic Documents	

Client 1 name: _____

Client 2 name: _____

Client 1 email: _____

Client 2 email: _____

Table 1