

# TUSCANY/GD COMMERCIAL TRANSACTION CHECKLIST

YOUR CHECK CANNOT BE ISSUED UNTIL THE FOLLOWING ITEMS ARE COMPLETED & EQUIPMENTS ARE RETURNED.

Do not miss any initials and signatures from both Agents and Seller & Buyer

<b>Property Address:</b>		<b>Property Type:</b>	
<b>Final Purchase/ Sale Price:</b>		<b>COE Date:</b>	
<b>Agent's Name:</b>		<b>Buyer(s):</b>	<b>Seller(s):</b>
<b>Y/N</b>	<b>DOCUMENTS</b>	<b>Y/N</b>	<b>DOCUMENTS</b>
	<b>Section 1 – ESCROW (place on top of the file)</b>		* Contingency Removal #1, #2, #3, #4 (circle all that apply)
	* Final HUD-1		* Wood Destroying Pest Inspection Addendums
	* Seller & Buyer Final Closing Statements		* Cooperating Broker Compensation Agreement(CAR 4/08)
	* Seller & Buyer Estimate Closing Statements		* PRDS AS-IS Addendum(Esp. REO Transaction)
	* # Home Warranty Confirmation		* Record on Trust Fund (the binder is on Kathleen's desk)
	* Broker Demand		* Verification of Property Condition(CAR 4/07)
	* Escrow Instructions		* Extension of Time Addendum #1, #2, #3,#4(circle all that apply)
	<b>Section 2 – LISTING DOCUMENTS</b>		Request for Repair
	* MLS Listing Info/Listing Flyers ( <i>Seller Signature Required</i> )		Building Remodeling Permit
	* MLS from <b>PR/P/PN</b> to <b>SOLD</b> (Copy)		* Cancellation of Purchase Contract(CAR 4/05)
	* MLS Expired/ Cancelled/ Withdrawn (Copy)		<b>Section 5 - DISCLOSURES</b>
	<b>Section 3 – LISTING CONTRACT</b>		* Agent Visual Inspection Disclosure(Selling & Listing Agent) CAR 11/07
	* Agency Disclosure ( <i>Seller</i> ) – CAR 4/06		* Transfer Disclosure Statement(CAR 10/03)
	* Listing Agreement(CAR 4/07)		* Supplemental Statutory and Contractual Disclosure(CAR 11/08)
	* Lender(s) Short Sale Approval Letter(s)		* Lead-Based Paint Disclosure Statement (if built before 1978)
	* Short Sale Listing Addendum(CAR 8/07)		* Smoke Detector & Water Heater Disclosure(CAR 11/07)
	* Short Sale Addendum(CAR 11/07)		* Residential Earthquake Hazard Report
	* Seller's Advisory		* Receipt of Hazard & Earthquake Booklets by Buyer
	* REO Advisory(Listing) – CAR 4/08		* PRDS Supplemental Disclosure Statement
	* Seller's Affidavit of Non-foreign Status(CAR 11/06)		* Megan's Law Data Base Disclosure (CAR 11/08)
	* Receipt for Increased Deposit		* Radon Gas/Mold Disclosure(CAR 7/04)
	Estimated Seller's Proceeds		* # Market Conditions Advisory(CAR 11/08)
	Residential Lease after Sale		* Notice of Supplemental Property Tax(CAR 10/05)
	* Cancellation of Listing Agreement & MLS (CAR 4/08)		* Seller Property Questionnaire(CAR 11/07)
	<b>Section 4 – PURCHASE CONTRACT</b>		* Statewide Buyer/Seller Advisory(CAR 04/07)
	* Agency Disclosure ( <i>Buyer</i> ) – CAR 4/06		* + Natural Hazard Disclosure Statement(part of JCP)
	* Residential Purchase Agreement(CAR 11/07)		* # California Tax Disclosure (part of JCP)
	* Counter Offer(s) #1, #2, #3, #4(circle all that apply)		* +San Jose Tree Disclosure (part of JCP)
	* Addendums #1, #2, #3, #4(circle all that apply)		<b>Section 6 – REPORTS</b> (place on the bottom of the file)
	* REO Counter offer/Addendums		* # Receipt For Reports(CAR 10/03)
	* REO Advisory(CAR 4/08)		* + Wood Destroying Pest Control Report
	* Buyer's Inspection Advisory(CAR 11/08)		* + Property Inspection Report
	* Buyer's Inspection Elections(CAR 11/08)		* + Preliminary Report & Plat Map
	* Buyer's Inspection Waiver(CAR 4/08)		* + HOA / CC&R Package
	* Buyer Material Issues(CAR 10/04)		* + Roof, Chimney, Pool, Spa, Fountain Report( if applicable)
	* Copy of Deposit Check & Escrow Receipt		Other:

Note: \* - Required (You must have all required documents, "N/A" is not acceptable unless you have supportive documents to valid your reason)

# - must have Buyer to read and acknowledge it

+ - must have Seller & Buyer to read and acknowledge it

**The Following has been returned to Tuscany: (Check with Property Log Book)**

For Sale Post	Indoor Flyer Holder/ Bus. Card Holder
For Sale Sign	Shoe Cover and Removal Basket
Supra Lock Box/ Combination Lock Box	Writer: Open House Sat/Sun, Pending
Open House Signs: How many?	Writer: Sold, Coming Soon, Others

Transaction Coordinator: \_\_\_\_\_

Date: \_\_\_\_\_

Broker: \_\_\_\_\_

Date: \_\_\_\_\_

**Accounting Use Only:**

Deposit Date: \_\_\_\_\_

Check Number: \_\_\_\_\_

Check Date: \_\_\_\_\_