

**COMPANY FILE CHECK LIST**Escrow Dept. or TC: [escrows@socalsuperiorproperties.com](mailto:escrows@socalsuperiorproperties.com)Office: [files@socalsuperiorproperties.com](mailto:files@socalsuperiorproperties.com)

FILE INFORMATION	NOTES		
AGENT REPRESENTS <input type="radio"/> SELLER / LAG <input type="radio"/> BUYER / SAG <input type="radio"/> DUAL / DAG			
PROPERTY ADDRESS: _____ CITY / ZIP: _____  APN: _____ MLS: _____  YEAR BUILT: _____ LISTING PRICE: \$ _____ SELLING PRICE: \$ _____			
LOAN TYPE : <input type="radio"/> CASH <input type="radio"/> CONV <input type="radio"/> HML <input type="radio"/> FHA <input type="radio"/> VA <input type="radio"/> OWC  HOA Delinquent? \$ _____ (Confirm Seller will pay escrow OR HOA directly)			
CONTRACT ACCEPTANCE DATE: _____ COE: _____			
SALES TYPE: <input type="radio"/> FAIR MARKET <input type="radio"/> REO <input type="radio"/> SHORT SALE <input type="radio"/> PROBATE <input type="radio"/> CORPORATE <input type="radio"/> MANUFACTURED <input type="radio"/> LAND <input type="radio"/> COMMERICAL/INDUSTRIAL			
<b>TRANSACTION COORDINATOR REQUEST &amp; OFFICE FEES FOR CDA:</b> <input type="radio"/> TC (escrows@socalsuperiorproperties.com ) <input type="radio"/> AGENT UPLOAD (files@socalsuperiorproperties.com ) <b>Experienced Only</b> <input type="radio"/> HUD/SEPARATE COMPANY CHECK disbursement (ALLOW 5 DAYS PROCESSING)	\$325.00  \$ 50.00		
<b>LISTING</b> (CHECK LIST & DRE CONTRACTS TO OFFICE 24HRS AFTER LAST PERSON EXECUTES) Disclosures & Addenda at COE	<b>Form</b>	<b>DATE OR NA</b>	<b>INITIAL</b>



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24 HRS. RESIDENTIAL LISTING AGREEMENT PKG, WFA & ADVISORY OR OTHER LISTING TYPE CONTRACTS SPECIFIED HERE:	LA/SA/WFA AD/PRBS/ CCPA		
24 HRS. SHORT SALE/PROBATE/REO/AUCTION/NON-OWNER OCCUPIED OR BANK ADMS	ADMS		
TDS or AVID	TDS/AVID		
WATER HEATER/SMOKE DETECTOR/CARBON MONOXIDE LEAD BASED PAINT (PRIOR TO 78)	WHSD/CMD FLD		
SELLER PROPERTY QUESTIONNAIRE & SUPPLIMENTAL CONTRACTORAL & STATUTORY	SPQ/SSD		
SIGN UP / KEYSAFE INSTALLED / & ONE DAY CODE AUTHORIZATION IF GAVAR	KLA2		
MLS ACTIVE / EXPIRED	MLS		
NOTICE OF CHANGE IN TERMS	CTT/		
<b>PURCHASE</b> (CHECK LIST & DRE CONTRACTS TO OFFICE 24HRS AFTER LAST PERSON EXECUTES) Disclosures & Addenda at COE			
24 HRS. AGENCY DISCLOSURE & POSSIBLE REPRESENTATION	AD/PRBS		
24 HRS. RESIDENTIAL PURCHASE AGREEMENT & BUYERS INSPECTION WAIVER OR SPECIFIED PURCHASE CONTRACTS:	RPA/BIW/ WFA/AD/ PRBS/CCPA		
24 HRS. COUNTERS	SCO/BCO		
24 HRS. FHA AMENDAROY CLAUSE (Review Agent buyer or listing receiving an offer)	FVAC		
24 HRS. INITIAL DEPOSIT OR TRUST FUNDS RECEIVED: IF SAG: Contract should reflect that buyer shall deliver fees & deposits electronically to escrow. If any other box is checked, SAG to attach TRUST FUND form & COPY OF EMD.	TS		
24 HRS. <b>ADDENDA or ADVISORIES</b> SHORT SALE/PROBATE/TRUST/REO/AUCTION/NON-OWNER OCCUPIED OR BANK ADMS	ADMS		
ROOF CERTIFICATION			
24 HRS. SEPTIC, WELL & PROPERTY MONUMENT ADM	SWPI		
24 HRS. ADDENDUM # _____	ADM		
24 HRS. BACK UP OFFER	BUO		
24 HRS. SALE OF BUYERS PROPERTY OR CONCURRENT CLOSE	COP/SPRP		
24 HRS. HOME INSPECTION DISCLOSURE (ONLY FHA LOANS)	HID		
	FORM	DATE OR NA	INITIAL
MLS PENDING	MLS		
EXECUTED COMPLIANCE DISCLOSURES, Carbon Monoxide, WHSD, Local disclosures	CMD, TDS, WHSD		
MARKET CONDITION ADVISOY (Company clients)	MCA		
HUD – RADON GAS & MOLD NOTICE (Only for HUD purchases)	RGM		
STATEWIDE BUYER & SELLER ADVISORY & AREA DISCLOSURE (CHECK LOCAL BOARD)	SBSA		
CONTINGENCY REMOVAL(S) / RECEIPTS FOR CONTACTS / EXT OF TIME	CR/RFR/ETA		
SELLER/TENANT REMAINING IN POSSESSION AFTER COE	SIP/RLAS/TIP		
BUYER ASSIGNMENTS ARE NO LONGER ASSIGNABLE WITHOUT PERMISSION	AOAA		
ESCROW INSTUCTIONS, CDA & PRELIMINARY CLOSING COSTS ESTIMATE (REVIEWED)			



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PRELIMINARY TITLE REPORT (REVIEWED & CLEARED FOR LIENS/CLOUDS)			
TERMITE REPORT NTE\$ _____ REPAIRS NTE\$ _____ (CLEAR SECT 1) OR EXPLAIN: _____			
HOME PROTECTION POLICY & EXECUTED RECEIPT NTE \$ _____	HPP		
HOME INSPECTION REPORT OR WAIVER	BIW		
VERIFY APPRAISAL (Sales price and any repairs called out 10 -14 days)			
REQUEST FOR REPAIRS and/or RESPONSE	RRR/RRRR		
ROOF, SEPTIC OR WELL CERTIFICATION			
NHD & ZONE DISCLOSURE RECEIPTS FOR BOOKLETS * CONFIRMED HAZARDS	NHD		
NOTICE TO PERFORM / DEMAND TO CLOSE	NSP/NBP/DCE		
TRANSFER DISCLOSURE/ AND/OR AGENT VISUAL	TDS/AVID		
ESCROW CLOSING HUD 1 **REVIEWED BY AGENT			
OFFICE CDA SIGN BY BROKER (5 days before COE)			
REQUIRED WORK COMPLETE			
BUYERS WALK THROUGH & AGENT VISUAL (Email explanation attached if VP is not clear)	VP/TDS/AVID		
BUYER OR SELLER UTILITIES ON/OFF REMINDER (5 days before COE)			
Cancelled or Expired. Withdrawal/Cancellation of contract, Expiration or Canceled file & communication.	MLS/WOO		
<b>CLOSE FILE:</b> BULK EMAILS, CORRESPONDENCE, SOLD MLS & CLOSING STATEMENT			

