

PURCHASE TRANSACTION CHECKLIST

01 Transaction details

AGENT NAME

CLOSING DATE

BUYER(S)

ESCROW COMPANY / OFFICER

PROPERTY ADDRESS

02 Required file documents

- ☐ **01 Residential Purchase Agreement**
Signed by all parties.
- ☐ **02 Counter offer(s)**
Signed by all parties.
- ☐ **03 All addendum(s) to RPA**
Signed by all parties.
- ☐ **04 Buyer Brokerage Representation Agreement**
- ☐ **05 Seller's Real Property Disclosure (SRPD)**
Signed by buyer(s) and seller(s).
- ☐ **06 Duties Owed**
Signed buyer side only.
- ☐ **07 All requests for repairs**
Signed by both parties.
- ☐ **08 Consent to Act**
If representing both the buyer and seller.
- ☐ **09 For Your Protection: Get a Home Inspection**
FHA only.
- ☐ **10 Lead-Based Paint Disclosure**
For homes built before 1978.
- ☐ **11 Purchaser's receipt of the CIC resale package**

Continue the checklist and final file review on page 2.

PURCHASE TRANSACTION CHECKLIST

PROPERTY ADDRESS / APN - CONTINUED

03 Required file documents - continued

- ☐ **12 Walk-Through Inspection and Release**
- ☐ **13 Buyer's Notice of Disclosure**
- ☐ **14 MLS printout showing sold status**
- ☐ **15 Smart Home Disclosure**
If applicable.
- ☐ **16 Solar Panel Addendum**
If applicable.
- ☐ **17 Copy of preliminary title report**
- ☐ **18 Copy of earnest money**
- ☐ **19 Residential Disclosure Guide**
Last page signed.
- ☐ **20 Construction Defect Disclosure / Waiver**
If the property has been involved in a construction defect claim.
- ☐ **21 Final settlement statement**

FINAL REVIEW & FILE SUBMISSION

Confirm all required signatures and initials are complete.

Include the time and date wherever requested to avoid delays.

Email all paperwork as PDF files in one email at transaction end to:

files@executiverealtyservices.com