



VACANT LAND TRANSACTION CHECKLIST

01 Transaction details

AGENT NAME

CLOSING DATE

BUYER(S)

ESCROW COMPANY / OFFICER

PROPERTY ADDRESS / APN

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 Vacant Land Disclosure**
Signed by buyer(s) and seller(s).
- ☐ **05 Duties Owed**
Signed by the side you are representing.
- ☐ **06 Buyer Brokerage Representation Agreement**
- ☐ **07 Consent to Act**
If representing both the buyer and seller.
- ☐ **08 Listing agreement**
Signed by seller(s), if representing the sellers.

Continue the checklist and final file review on page 2.



VACANT LAND TRANSACTION CHECKLIST

PROPERTY ADDRESS / APN - CONTINUED

03 Required file documents - continued

☐ 09 MLS printout showing sold status

☐ 10 Copy of preliminary title report

☐ 11 Copy of earnest money

☐ 12 Residential Disclosure Guide
Last page signed.

☐ 13 Final settlement statement

FILE NOTES / OUTSTANDING ITEMS

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 one merged PDF in one email at transaction end to:

files@executiverealtyservices.com