

**Spalding and Associates**  
**Required documentation to be turned in to Broker**

Property: \_\_\_\_\_ Agent: \_\_\_\_\_

Special circumstances \_\_\_\_\_

Type of Sale: House \_\_\_ Condo \_\_\_ Units \_\_\_ REO \_\_\_ Short Pay \_\_\_ Probate \_\_\_ Trust \_\_\_ Commercial \_\_\_

1. \_\_\_ Listing Agreement  
\_\_\_ Seller's Advisory  
\_\_\_ Statewide Buyer & Seller Advisory  
\_\_\_ MLS Set up  
\_\_\_ Transaction Information Form  
\_\_\_ Closing Information form
2. Disclosure Re: Agency Relationship (Must be signed by buyer or seller before signing of listing or purchase agreement on 1-4 res units)  
Agent represents: Buyer \_\_\_ Seller \_\_\_ Both \_\_\_  
\_\_\_ Buyer  
\_\_\_ Seller (from listing agent)  
\_\_\_ Seller (from buyer's agent)  
\_\_\_ Confirmation of Agency  
\_\_\_ Confirmation of Dual Agency
3. Purchase Agreement:  
\_\_\_ Registration of buyer(s) checks in check registration book  
\_\_\_ Purchase Agreement and Joint Escrow Instructions  
\_\_\_ Buyers Inspection Advisory  
\_\_\_ Addendum(s) to Purchase Agreement  
\_\_\_ Counter Offer ( s)
4. Escrow Documents & Reports:  
\_\_\_ Escrow Instructions (Escrow Company \_\_\_\_\_ )  
\_\_\_ Amendments  
\_\_\_ Commission Statement (from escrow)  
\_\_\_ Title Report (Title Company \_\_\_\_\_ )  
\_\_\_ Termite Report (Termite Company \_\_\_\_\_ )  
\_\_\_ Termite Clearance \_\_\_  
\_\_\_ Home Warranty (Warranty Company \_\_\_\_\_ )  
\_\_\_ Physical Inspection Report (Inspection Company \_\_\_\_\_ )  
\_\_\_ City Report  
\_\_\_ Cal Firpta Affidavit (exempt if residential under \$100,000)  
\_\_\_ Fed Firpta Affidavit (exempt if residential under \$300,000)
5. Disclosures:  
\_\_\_ Possible Representation of more than one Buyer or Seller  
\_\_\_ Earthquake Hazards Report (REO, Probate & trust exempt)  
\_\_\_ Earthquake Safety/Environmental Book – receipt  
\_\_\_ Gas Shut Off Valve (if residential in Los Angeles, West Hollywood or Santa Monica), and toilet retrofit Disclosure  
\_\_\_ Lead Based Paint Disclosure (if residential built prior to 1978)  
\_\_\_ Lead based paint booklet – receipt  
\_\_\_ Local Area Disclosure  
\_\_\_ Market Conditions Advisory  
\_\_\_ Property Disclosure Report - provided by: \_\_\_\_\_ )  
\_\_\_ Natural Hazard Disclosure Statement  
Signed by: Buyer \_\_\_\_\_ Seller \_\_\_\_\_ Agent \_\_\_\_\_ Agent \_\_\_\_\_  
\_\_\_ San Fernando Valley Assoc. of Realtors Addendum to Purchase Agreement  
\_\_\_ Seller Property Questionnaire  
\_\_\_ Smoke Detector /Water Heater Bracing Statement of Compliance  
\_\_\_ Transfer Disclosure Statement (I -4 residential units unless REO, Probate or Trustee)  
\_\_\_ Agent inspection statement: made in the TDS: yes \_\_\_ no \_\_\_, or AVID Buyer's Agent \_\_\_\_\_/Seller's Agent \_\_\_\_\_  
\_\_\_ Water Conservation Compliance Statement (if in Los Angeles or Santa Monica)  
\_\_\_ Contingency removal  
\_\_\_ Request for Repairs  
\_\_\_ Water-Conserving Plum Fixtures and Carbon Monoxide disc