



| S G E R E A L T Y

Land Transaction Checklist

Please send in all paperwork received during the escrow from all parties to stephanie@sgerealty.com

1. **Vacant Land Purchase Agreement/Buyers Inspection Advisory** – RPA/BIA/PRBS
2. **Counter Offers** – BCO – Buyer Counter Offer and SCO- Seller Counter Offer(If Any)
3. **Addenda** – Document all known issues prior to close using addenda and hold harmless statements. (Ex. Buyer is aware and waives the repair of the roof. Buyer holds SGE Realty harmless for any issue arising from the roof repair or potential water damage in the future.) Call/email the Broker for help!
4. **Vacant Land Listing Agreement** (If Listing Agent) – VLL
5. **Buyer Exclusive Agreement** (If Used) – BRE (Use this when you first start working with a buyer and have them sign this and the AD.)
6. **Agency Disclosure** (From Both Agents) – AD
7. **Agent’s Visual Inspections** (From Both Agents) – AVID
8. **Market Conditions Advisory** - MCA
9. **Natural Hazard Disclosure and Copy of Booklet**
10. **Preliminary Title Report**
11. **Statewide Buyer and Seller Advisory** - SBSA
12. **Seller Property Questionnaire for Vacant Land** – VLQ
13. **Request for Repairs** – RR (If Any) Ask the agent via email to send over the RRRR response to your RR. If your client is not happy with the RRRR send another RR2 over and so on until you’re satisfied. Everything documented; no verbal agreements or texts. All repairs must be made while in escrow. *
14. **Seller Response and Buyer Reply to Request for Repair** – RRRR (If Any)
15. **Inspection Report(s)** – Copy of any inspection reports.
18. **Seller Final Representation Addendum** – Use if representing the SELLER ONLY. Company form online.
19. **Contingency Removal** - Please do not offer non-contingent on any offers without broker permission. Do not release the loan contingency without the conditional loan approval in writing from the lender and after you make sure your buyer can meet the conditions of the loan, and don’t issue at all until asked for one. If you have to send a CR, try to leave in a buyer contingency by checking “other” and writing in any termite work, repair outstanding or other issue that needs to be finalized. Your buyer’s deposit is never in jeopardy unless you release ALL in writing on a CR.
20. **Local Area Disclosures** – Send in your local area disclosures for the county your property is located.
21. **Verification Of Property Condition** – VP (Schedule a final walk through before closing)
22. **Company Affiliated Business Arrangement Disclosure** – ABA – Company form online
23. **Escrow Instructions/ Paperwork** – Copy of your client’s escrow instructions or initial escrow paperwork.
24. **Closing Statement** – Copy of the final closing statement from escrow.
25. **Other** – Some transactions may require unique disclosures and/or addenda. Any request made by the administration for documentation is mandatory and becomes part of the necessary items for a complete file.

*All negotiations and acts must happen while in escrow. No funds can be exchanged outside escrow. Do not allow an escrow to close if there are outstanding repairs, issues between the parties, or disputes. Email the Broker or email support if you have any questions.