

LA: _____
Email: _____

CoOpTC: _____
Email: _____

SA: _____
Email: _____

Disclosure Packet Review Checklist

Property Address: _____

Transaction Rm _____

✓Checked boxes are completed items

#	Form Title or Description	What's Needed
<input type="checkbox"/>	Letter to Perspective Agents and Buyers	
<input type="checkbox"/>	Receipt for Documents	
<input type="checkbox"/>	MLS Printout	
<input type="checkbox"/>	Public Records Tax Data	
<input type="checkbox"/>	Seller List of Improvements	
<input type="checkbox"/>	AD Agency Disclosure listing firm to seller	
<input type="checkbox"/>	Possible Representation of > One Buyer or Seller	
<input type="checkbox"/>	Additional Agent Acknowledgement if Two BHR agents	
<input type="checkbox"/>	RCSD Representative Capacity Signature Disc. (if applicable)	
<input type="checkbox"/>	TA Trust Advisory (if applicable)	
<input type="checkbox"/>	MCA Market Conditions Advisory	
<input type="checkbox"/>	SBSA Statewide Buyer & Seller Advisory	
<input type="checkbox"/>	East Bay Disclosures & Disclaimers Advisory	
<input type="checkbox"/>	East Bay Purchase Agreement Addendum	
<input type="checkbox"/>	Sewer Lateral Compliance (if available)	
<input type="checkbox"/>	TDS Transfer Disclosure Statement (if not a trust)	
<input type="checkbox"/>	SPQ Seller Property Questionnaire	
<input type="checkbox"/>	AVID Listing Agent's (disclosure)	
<input type="checkbox"/>	Addendum to Seller's Disclosures (if any)	
<input type="checkbox"/>	FLD Lead-Based Paint Form	
<input type="checkbox"/>	Berkeley Hills Realty Addendum to Lead Form (pre-1978 houses)	
<input type="checkbox"/>	Berkeley Hills Realty Plumbing Advisory	
<input type="checkbox"/>	BESO - Berkeley Energy Savings Ordinance	
<input type="checkbox"/>	BESO - Inspection (if provided)	
<input type="checkbox"/>	CMD Carbon Monoxide Detector Form	
<input type="checkbox"/>	Receipt for Combined Hazards	
<input type="checkbox"/>	Residential Earthquake Hazards Report	
<input type="checkbox"/>	Natural Hazard Zone Disclosure	
<input type="checkbox"/>	Natural Hazard Report and California Tax Disclosure	
<input type="checkbox"/>	Preliminary Title Report (if pre-escrow opened)	
<input type="checkbox"/>	Wood Destroying Pest and Organism Report	
<input type="checkbox"/>	Miscellaneous Reports	
<input type="checkbox"/>	SSA Short Sale/REO Disclaimer and Advisory (if applicable)	
<input type="checkbox"/>	*SSD Supplemental Statutory Disclosure (if no SPQ provided)	
<input type="checkbox"/>	* HOA Documents (if applicable)	
<input type="checkbox"/>	*WHSD Water Heater/Smoke Detector Statement (if no TDS provided)	

Client 1 name: _____
Client 1 email: _____

Client 2 name: _____
Client 2 email: _____