

## Documents/Disclosures Required In Real Estate Files

1. Executed Listing and/or Purchase Agreement
2. Possible Representation of more than one Buyer or Seller – Disclosure And Consent (2)
3. Disclosure Regarding Real Estate Agency Relationship (2)
4. Copy MLS print-out
5. Real Estate Transfer Disclosure Statement (TDS) (3)
6. Agent Visual Inspection Disclosure (3) – From both, Seller & Buyer
7. Seller Property Questionnaire (4)
8. Seller's Affidavit Of Non Foreign Status and/or California Withholding Exemption (2), or Qualified Substitute Declaration of Possession of Transferor's Affidavit of None-Foreign Status (it can be provided by escrow)
9. Lead-Based Paint and Lead-Based Paint Hazard Disclosure, Acknowledgement and Addendum (FLD) (2)
10. Water Heater and Smoke Detector Statement of Compliance (WHSD) (1)
11. Statewide Buyer and Seller Advisory (SBSA) (12)
12. Megan's Law Data Base Disclosure (1)
13. Water-Conserving Plumbing Fixtures And Carbon Monoxide Detector Notice (2)
14. Market Conditions Advisory (2)
15. Consumer Information Acknowledgement-Homeowner's Combined Info Guides (1)
16. Residential Earthquake Hazards Report (1)
17. Signed Receipt For Energy Rating (1)
18. Buyer Advisory Regarding California High-Speed Rail (1)
19. C.L.U.E. Report or Letter From Insurance Company (provide copy signed by buyer)
20. Seller Affidavit/Disclosure of Known Insurance Claims (1)
21. Preliminary Report (1) (provide page signed by buyer)
22. CC&Rs (1) (provide page signed by buyer)
23. Natural Hazard Disclosure Report – NHD (Provide NHD Statement page signed by all parties)
24. Signed Receipt For Inspection Reports (termite, property, roof, other reports) (provide pages signed and dated by buyer)
25. Buyer's Inspection Elections (Must be filled out accordingly)
26. Buyer's Inspection Waiver (Must be provided if buyer does not order his/her own inspections or only order partial inspections).
27. Wire Fraud Scam Alert
28. Advisory To Buyers Regarding Online Information About Neighborhoods And Properties
29. Square Footage And Lot Size Advisory
30. Advisory Regarding Public Record Or Information
31. Property Profile - Page 1 of Property Description only (Provide signed page by buyer)
32. Residential Fireplace Disclosure
33. City of San Jose Street Tree Disclosure Form (Must be signed and completed)
34. Signed Receipt for all HOA Documents
35. Mold Advisory and Radon Gas Advisory (These two are usually included in NHD report)
36. Advisory Regarding Completing Documents Electronically (Only required to be signed by the client you represent either buyer or seller).
37. Final Walk Through or Verification of Property Condition (CAR form)
38. Final Closing Package from escrow.
39. Assignment of Agreement Addendum (AOAA) - If adding/removing buyers after already in contract
40. E-Sign Act Disclosure And Consent Agreement