

Buyer's Agent Responsibility
Property:

Issues	Form Type	Contents	Who Provides / Comments	TC issues	Completed	Audited
X	CAR (AD)	Agency Disclosure – Buyer	BA issues prior to purchase			
X	CAR (AD)	Agency Disclosure – Seller	BA also issues. Signed by Seller			
X	CAR (BRE)	Buyer Representation Agreement	BA issues prior to purchase			
	CAR (RLA/SA)	Listing Agreement + Seller's advisory	For SA Only			
	CAR (ARC)	Authorization To Receive/Convey Info.	Short Sale (for SA only)			
X	CAR (RPA/BIA/WPA)	Purchase Agreement + Buyer Advisory (BIA) + WPA + Buyer AD + Deposit + Prequal letter	BA to originate			
X	CAR (CO)	Counter Offer(s)	Both Parties			
X	CAR	Acceptance (of offer or counter offer)	Both Parties			
X	CAR	Confirmation of Acceptance (Offer/CO)	Both Parties			
X	CAR (ADM)	Addendum(s)	Both Parties			
X	SDAR (APA)	Addendum to the Purchase Agree.	When needed			
X	CAR (PAA)	Purchase Agreement Addendum	Bkup offers, Court Conf., Other			
X	CAR (SSA/SSIA)	Short Sale Addendum / SSIA	Short Sale (BA & SA)			
	Seller's Lender	Short Sale Lender Approvals (1 st and 2 nd)	Short Sale (for SA only)			
X	WRG	WRG Attorney Accountant Disclosure	WRG to originate			
X	WRG	WRG Disclosure Notice	WRG to originate			
X	WRG	TC Processing Fee	WRG to originate			
	Other Broker	Affiliated Business Disclosure	Some Brokerages Use			
	CAR (AS)	Seller's Affidavit	For each seller			
X	CAR (AB)	Buyer's Affidavit	Each Buyer (For sales < \$300K)			
	Disclosure Company	Natural Hazard Disclosure	SA orders (has Megan's law /Mold Adv)			
	CAR/ePub	Earthquake Booklet & Report	Mandatory if built before 1/1/60 Highly Recommended for All			
	CAR/ePub	Environmental Hazards Booklet	Seller provides			
	CAR/ePub	Home Energy Rating Pamphlet	Seller provides			
	SDAR (LAD)	San Diego Local Disclosures	Seller provides			
	CAR (TDS)	Transfer Disclosure Statement	Seller provides (+ hoa docs)			
	CAR (FLD)	Lead-Base Paint Disclosure	Seller provides if built before 1978. HIGHLY RECOMMENDED for ALL			
	CAR (WHSD)	Water Heater/Smoke Detector Discl.	Seller provides (Only REOs)			
	CAR (CMD)	Carbon Monoxide Detector Notice	Seller provides (Only REOs)			
X	CAR (SBSA)	Statewide Buyer & Seller Advisory	Both Parties (has Megan's law /Mold Adv)			
	CAR (SPQ)	Seller Property Questionnaire	Seller provides (replaced SAD/SSD)			
	SDAR(SPQA)	Seller Prop Questionnaire Addendum	Seller provides			
X	CAR (BIE)	Buyers Inspection Elections	BA to originate			
X	CAR (MCA)	Market Conditions Advisory	BA to originate			
X	CAR (HID)	Get a Home Inspection	BA (use BIW if waived)			
X	CAR (REO)	REO Advisory	BA to originate (only REOs)			
X	CAR (AVID)	Agent's Visual Inspection Disclosure	Both Parties to originate			
	SD City	Water Conservation Certification	Seller provides if City of San Diego			
X	Home Inspector	Buyer's Home Inspection	Buyer to originate & pay			
X	CAR (RR)	Request for Repairs & Response	BA to originate			
X	Escrow Co.	Escrow Instructions	Both Parties			
X	Title Company	Title Report	Both Parties			
X	Appraiser	Appraisal	Buyer to originate & pay			
	Termite Co.	Termite Report	Seller to order			
	Termite Co.	Termite Clearance	Statement proving work completed			
	CAR (CR)	Removal of Contingencies	SA originates to seal the deal!			
	Warranty Co.	Home Warranty Confirmation #	Seller to order			
X	Insurance Co.	Order home owners insurance	Buyer to order			
X	CAR (VP)	Verification of Property / Walk-Thru	Verify condition and repairs			
X	Escrow	Estimated HUD – 1	Ask at Contingency Removal			
X	Escrow	Final HUD – 1	Deal Closed			
X	WRG	Final TC Audit	Final Audit. File Closed.			

Key: BA = Buyer's Agent; SA = Seller's Agent