

**Seller's Agent Responsibility**
**Property:**

Issues	Form Type	Contents	Who Provides / Comments	TC issues	Completed	Audited
	CAR (AD)	Agency Disclosure – Buyer	BA issues prior to purchase			
X	CAR (AD)	Agency Disclosure – Seller	BA also issues. Signed by Seller			
	CAR (BRE)	Buyer Representation Agreement	BA issues prior to purchase			
X	CAR (RLA/SA)	Listing Agreement + Seller's advisory	For SA Only			
X	CAR (ARC)	Authorization To Receive/Convey Info.	Short Sale (for SA only)			
	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)			
X	Seller's Lender	Short Sale Lender Approvals (1 <sup>st</sup> and 2 <sup>nd</sup> )	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			
X	CAR (AS)	Seller's Affidavit	For each seller			
	CAR (AB)	Buyer's Affidavit	Each Buyer (For sales < \$300K)			
X	Disclosure Company	Natural Hazard Disclosure	SA orders (has Megan's law /Mold Adv)			
X	CAR/ePub	Earthquake Booklet & Report	Mandatory if built before 1/1/60 Highly Recommended for All			
X	CAR/ePub	Environmental Hazards Booklet	Seller provides			
X	CAR/ePub	Home Energy Rating Pamphlet	Seller provides			
X	SDAR (LAD)	San Diego Local Disclosures	Seller provides			
X	CAR (TDS)	Transfer Disclosure Statement	Seller provides (+ hoa docs)			
X	CAR (FLD)	Lead-Base Paint Disclosure	Seller provides if built before 1978. HIGHLY RECOMMENDED for ALL			
X	CAR (WHSD)	Water Heater/Smoke Detector Discl.	Seller provides (Only REOs)			
X	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)			
X	CAR (SPQ)	Seller Property Questionnaire	Seller provides (replaced SAD/SSD)			
X	SDAR(SPQA)	Seller Prop Questionnaire Addendum	Seller provides			
	CAR (BIE)	Buyers Inspection Elections	BA to originate			
	CAR (MCA)	Market Conditions Advisory	BA to originate			
	CAR (HID)	Get a Home Inspection	BA (use BIW if waived)			
	CAR (REO)	REO Advisory	BA to originate (only REOs)			
X	CAR (AVID)	Agent's Visual Inspection Disclosure	Both Parties to originate			
X	SD City	Water Conservation Certification	Seller provides if City of San Diego			
	Home Inspector	Buyer's Home Inspection	Buyer to originate & pay			
	CAR (RR)	Request for Repairs & Response	BA to originate			
X	Escrow Co.	Escrow Instructions	Both Parties			
X	Title Company	Title Report	Both Parties			
	Appraiser	Appraisal	Buyer to originate & pay			
X	Termite Co.	Termite Report	Seller to order			
X	Termite Co.	Termite Clearance	Statement proving work completed			
X	CAR (CR)	Removal of Contingencies	SA originates to seal the deal!			
X	Warranty Co.	Home Warranty Confirmation #	Seller to order			
	Insurance Co.	Order home owners insurance	Buyer to order			
	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**