

Vacant Land Escrow Checklist

Agent Name: _____

Property Address: _____

Buyer(s): _____

Seller(s): _____

<i>N/A</i>	<i>In File</i>	<i>For</i>	<i>Where</i>	<i>Form</i>
<input type="checkbox"/>	<input type="checkbox"/>	B or S	WS	1 Escrow Disbursement Authorization Form
<input type="checkbox"/>	<input type="checkbox"/>	B or S	ZF	2 Vacant Land Purchase Agreement, ZF-VLPA, including C.A.R. forms AD-2, PRBS, & BIA
<input type="checkbox"/>	<input type="checkbox"/>	B or S	ZF	3 Confirmation of Real Estate Agency Relationships, ZF-AC
<input type="checkbox"/>	<input type="checkbox"/>	B or S	WS	4 Addendum to Agency Disclosure
<input type="checkbox"/>	<input type="checkbox"/>	S	ZF	5 Vacant Land Listing Agreement, ZF-VLL, including C.A.R forms AD & SA
<input type="checkbox"/>	<input type="checkbox"/>	B or S	ZF	6 Counter Offer(s), ZF-CO 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	B or S	ZF	7 Addendum(s), ZF-ADM 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	B or S	ZF	8 Contingency Removal, ZF-CR
<input type="checkbox"/>	<input type="checkbox"/>	B or S	N/A	9 Receipt From Escrow for Earnest Money Check Deposit
<u>Disclosures</u>				
<input type="checkbox"/>	<input type="checkbox"/>	B or S	ZF	10 Statewide Buyer & Seller Advisory, ZF-SBSA
<input type="checkbox"/>	<input type="checkbox"/>	B	ZF	11 Market Conditions Advisory, ZF-MCA
<input type="checkbox"/>	<input type="checkbox"/>	B or S	ZF	12 Seller Property Questionnaire for Vacant Land, ZF-VLQ
<input type="checkbox"/>	<input type="checkbox"/>	B or S	ZF	13 Buyers Vacant Land Additional Inspection Advisory, ZF-BVLIA
<input type="checkbox"/>	<input type="checkbox"/>	B or S	ZF	14 FIRPTA, ZF-AS-1
<input type="checkbox"/>	<input type="checkbox"/>	B or S	ZF	15 Notice Of Your "Supplemental" Property Tax Bill, ZF-SPT
<input type="checkbox"/>	<input type="checkbox"/>	B or S	WS	16 Consumer Information Acknowledgement Form (booklets to email to client are found on website)- optional
<input type="checkbox"/>	<input type="checkbox"/>	B or S	N/A	17 Natural Hazards Report (NHD) Signature Pages
<input type="checkbox"/>	<input type="checkbox"/>	B or S	N/A	18 Misc. & All Other Agent Disclosures
<u>Reports + Inspections</u>				
<input type="checkbox"/>	<input type="checkbox"/>	B or S	N/A	19 Preliminary Report with Acknowledgement of receipt on cover page
<input type="checkbox"/>	<input type="checkbox"/>	B or S	N/A	20 Natural Hazards Report, NHD
<input type="checkbox"/>	<input type="checkbox"/>	B or S	N/A	21 Other Inspection Report(s) (report and cover page with acknowledgement)
<input type="checkbox"/>	<input type="checkbox"/>	B	ZF	22 Buyer's Inspection Elections, ZF-BIE
<u>Condos + Properties in HOAs</u>				
<input type="checkbox"/>	<input type="checkbox"/>	B or S	N/A	23 Common Interest Disclosure, if Condo/PUD (and cover page with acknowledgement)
<input type="checkbox"/>	<input type="checkbox"/>	B or S	N/A	24 CC+Rs, HOA Budget, Financial Statement, and Mtg Minutes From Previous 12 Months (and cover page w/acknowledgement)



DISBURSEMENT AUTHORIZATION FORM

Property Address:

Type of Transaction:

Agent Name:

Contract Date:

Closing Date:

Sales Price:

Commission Percentage:

Credit From Your Commission:

Who Is the Credit To?

Total Excel Realty Commission:

E & O Insurance Fee:

Real Estate Broker Fee:

Expected Agent Commission:

Escrow Number:

Company:

Phone:

Officer:

Email:

ESCROW BROKER DEMAND

When signed below Excel Realty & Mortgage authorizes a check to be written as indicated below and delivered to the main office address listed below, along with a copy of the closing statement and this form as remittance advice.

Total Check To Excel REALTY & Mortgage:

Date

Must Be Signed By Broker Of Record, **JOHN N. ROBISON**



Addendum to Disclosure Regarding Real Estate Agency Relationships

Seller's / Buyer's Associate Licensee and Broker agree to exercise due diligence and reasonable efforts to achieve the purpose of the agency relationship. By the signing of this Addendum to the Disclosure Regarding Real Estate Agency Relationships, Buyer / Seller and Associate Licensee and Broker agree that the scope of the Associate Licensee and Broker's representation of the Buyer / Seller is limited by the terms of this Addendum.

Associate Licensee and Broker shall not have the duty or responsibility to perform the following: (1) decide the purchase price of the subject property; (2) guarantee the condition of the subject property; (3) have responsibility or liability for defects that are not known to Associate Licensee or Broker and are not observable by a reasonably diligent visual inspection of accessible areas of the subject property; (4) verify, inspect, guarantee or warrant the repairs performed by or at the instruction of the Seller; (5) identify property boundary lines or verify lot size or square footage; (6) verify inspection reports and representations of others, including, but not limited to termite or pest control inspectors or their clearance, contractors, home inspectors, soils or other engineers, and any other inspections or representations made by others concerning the condition of the subject property; (7) provide legal or tax advice; (8) inspect of areas off the site of the subject property; (9) obtain, review or verify permits; (10) inspect public records concerning the title or use of the subject property; (11) investigate or advise on soil stability, geologic conditions, drainage, hazardous substances, structural conditions of improvements, or the condition of the roof, heating, air conditioning, plumbing, electrical, well, sewer, septic, waste disposal or other systems; (12) provide any advice or information that exceeds the knowledge, education and experience required to obtain a real estate license.

I/WE HAVE READ AND UNDERSTAND THIS ADDENDUM AND ACKNOWLEDGE RECEIPT OF A COPY OF THIS ADDENDUM TO THE DISCLOSURE REGARDING REAL ESTATE AGENCY RELATIONSHIPS.

Buyer / Seller _____ Date _____

Buyer / Seller _____ Date _____

Agent _____ Date _____

Agent (print name) _____



CONSUMER INFORMATION ACKNOWLEDGEMENT

To whom it may concern,

The REALTOR(S) representing the parties to this transaction have provided a copy of the consumer information publication which contains the following publicly available information:

- The State of California Environmental Protection Agency "Residential Environmental Hazards: A Guide for Homeowners, Homebuyers, Landlords and Tenants"
- The United States Environmental Protection Agency "Protect Your Family From Lead In Your Home"
- The State of California Seismic Safety Commission "The Homeowner's Guide to Earthquake Safety".

Property Address _____

Buyer(s) _____ Date _____

Seller(s) _____ Date _____

Listing Agent _____ Date _____

Selling Agent _____ Date _____