

## **Douglas Elliman Transaction Forms List**

### **Standard & Non-Exempt Trust Sale – Single Family Dwelling (includes Condo)**

(As of June 24, 2025)

#### **Required Forms (IN BOLD):**

##### **Listing**

- Disclosure Regarding Real Estate Agency Relationship [CAR Form AD]
- Residential Listing Agreement [CAR Form RLA]
- **[NEW] Douglas Elliman Addendum to Residential Listing Agreement**
- **[NEW] Multiple Listing Service Addendum [CAR Form MLSA]**
- Seller's Advisory [CAR Form SA]
- **[NEW] Broker Compensation Advisory [CAR Form BCA]**
- Possible Representation of more than One Buyer or Seller [CAR Form PRBS]
- Fair Housing and Discrimination Advisory [CAR Form FHDA]
- California Consumer Privacy Act Advisory [CAR Form CCPA]
- Fire Hardening and Defensible Space Advisory, Disclosure and Addendum [CAR Form FHDS]
- Copy of Public Records (Tax Records)
- Copy of MLS Listing - Agent Detail; SIGNED BY SELLER
- Local MLS Coming Soon Form (if applicable)
- Representative Capacity Signature Disclosure-Seller [CAR Form RCSD-S] (if applicable)
- Trust Advisory (Required for any property held in a trust) [CAR Form TA] (if applicable)
- Modification of Terms [CAR Form MT-LA] (if applicable)

##### **Contract Documents**

- Disclosure Regarding Real Estate Agency Relationship [CAR Form AD]
- Buyer Non-Agency Agreement [CAR Form BNA] (if Buyer unrepresented)
- **FULLY EXECUTED PURCHASE AGREEMENT with COUNTER OFFERS [CAR Forms RPA, SCO, SMCO, BCO]**
- Buyer Inspection Advisory [CAR Form BIA]
- Possible Representation of More than One Buyer or Seller [CAR Form PRBS]
- Fair Housing and Discrimination Advisory [CAR Form FHDA]
- Buyer Homeowners' Insurance Advisory [CAR Form BHIA]
- Wire and Electronic Transfer Fraud Advisory [CAR Form WFA]
- California Consumer Privacy Act Advisory [CAR Form CCPA]
- Tenant Occupied Property Addendum [CAR Form TOPA] (If Applicable)
  - *--Required if tenant or persons other than Seller, even if Property is to be delivered vacant*
- Seller License to Remain in Possession [CAR Form SIP] (Required if leaseback 1-29 days) (if applicable)
  - Bed Bug Disclosure [CAR Form BBD] & Tenant Flood Hazard Disclosure [CAR Form TFHD]
  - **[NEW] Seller in Possession Advisory [CAR Form SIPA]**
- Residential Lease After Sale [CAR Form RLAS] (Required if leaseback 30+ days) (if applicable)
  - Bed Bug Disclosure [CAR Form BBD] & Tenant Flood Hazard Disclosure [CAR Form TFHD]
  - Rent Cap and Just Cause Addendum [CAR Form RCJC]
  - **[NEW] Seller in Possession Advisory [CAR Form SIPA]**
- FHA/VA Amendatory Clause [CAR Form FVAC] (if applicable)
- Confirmation of Real Estate Agency Relationships [CAR Form AC] (If RPA Section 2 is incomplete/incorrect)
- Request for Repairs [CAR Form RR] (if applicable)
- Seller Response to Buyer Reply to Request for Repairs [CAR Form RRRR] (if applicable)
- **Buyer Contingency Removal form(s) [CAR Form CR-B]** or Seller Contingency Removal form [CAR Form CR-S]
- **Verification of Property Condition [CAR Form VP]**
- Additional Agent Acknowledgement [CAR Form AAA] (if applicable)
- Additional Broker Acknowledgement [CAR Form ABA] (if applicable) (\*\*Must be signed by Manager or Broker)

To access Douglas Elliman & local documents,  
Login to **Douglas** → Agent Apps → Skyslope → Working Documents → Office Docs

## **Douglas Elliman Transaction Forms List (continued)**

### **Standard & Non-Exempt Trust Sale – Single Family Dwelling (includes Condo)**

(As of June 24, 2025)

#### **Contract Documents (continued)**

- Extension of Time Amendment [CAR Form ETA] (if applicable)
- Assignment of Agreement Amendment [CAR Form AOAA] (if applicable)
- Notice to Buyer (or Seller) to Perform [CAR Form NBP or NSP] (if applicable)
- Addendum(a) [CAR Form ADM] and/or Amendment of Existing Agreement Terms [CAR Form AEA] (if applicable)
- **ALL Other Offers and Counter Offers received and/or issued**
- Cancellation of Contract [CAR Form CC] (if applicable)
- Representative Capacity Signature Disclosure-Seller [CAR Form RCSD-S] (if applicable)
- Representative Capacity Signature Disclosure-Buyer [CAR Form RCSD-B] (if applicable)

#### **Additional Buyer Documents if Representing Buyer**

- **Buyer Representation and Broker Compensation Agreement [CAR Form BRBC] (if applicable)**
- **Property Showing and Representation Agreement [CAR Form PSRA] (if applicable)**
- **Broker Compensation Advisory [CAR Form BCA]**
- Modification of Terms – Buyer Representation Agreement [CAR Form MT-BR] (if applicable)
- Cancellation of Buyer Representation [CAR Form COBR] (if applicable)
- *[NEW] Cancellation of Agency Confirmation; Amendment to Purchase Agreement [CAR Form CAC] (if applicable)*

#### **Disclosures & Advisories**

- **Disclosure Information Advisory [CAR Form DIA] (Seller signature only)**
- **Real Estate Transfer Disclosure Statement [CAR Form TDS]**
- **Seller Property Questionnaire [CAR Form SPQ]**
  - *[NEW] Amendment to Prior Disclosure [CAR Form APD] (if TDS or SPQ is amended)(if applicable)*
- **\*\*Exempt Seller Disclosure [CAR Form ESD] (Required if exempt from TDS)**
- **Lead Based Paint Disclosure/Addendum (if before 1978) [CAR Form LPD]**
- **Agent Visual Inspection Disclosure – Listing Agent [CAR Form AVID]**
- **Agent Visual Inspection Disclosure – Selling Agent [CAR Form AVID]**
- **Fire Hardening and Defensible Space Advisory, Disclosure and Addendum [CAR Form FHDS]**  
--If located in high or very high fire hazard severity zone.
- **Water-Conserving Plumbing Fixtures and Carbon Monoxide Detector Notice [CAR Form WCMD]**
- **Statewide Buyer and Seller Advisory [CAR Form SBSA]**
- **Market Conditions Advisory [CAR Form MCA]**
- **Wildfire Disaster Advisory [CAR Form WFDA]**
- **Square Footage & Lot Size Advisory [CAR Form SFLS]**
- **Earthquake Hazards Report (if built before 1960)**
- **Douglas Elliman Affiliated Business Arrangements Disclosure**
- **Douglas Elliman Supplemental Disclosures & Receipt for Links to Hazard Booklets**
- **Douglas Elliman Greater Cities of LA or Realtor Board Local Area Disclosure (if applicable)**
- **Signed NHD Statement Signature Page (Seller, Buyer, Seller's Agent—do not need Buyer's Agent)**
- **FIRPTA/CA Withholding Statement and/or Acknowledgement or a compliant Qualified Substitute Affidavit**
- **[Required if Condo/Coop/PUD] Parking and Storage Disclosure [CAR Form PSD]**
- **[Required if Condo/Coop/PUD] Buyer Homeowner Association Advisory [CAR Form BHAA]**
- **[Required if Solar Panels] Solar Advisory and Questionnaire [CAR Form SOLAR]**
- **[NEW] [Required if building exists with 3 or more units, i.e. condo] Wooden Balconies and Stairs Addendum [CAR Form WBSA]**
- **Non-Contingent Offer Advisory [CAR Form NCOA] (if applicable)**
- **Cooperating Broker's Disclosures (confirm whether a disclosure or addendum)**

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*(As of June 24, 2025)*

**Escrow Documents:**

- **Escrow Holder Acknowledgement (RPA pg17)**
- **Initial Deposit Receipt**
- **Escrow Instructions & General Provisions**
- **All Escrow Amendments (if applicable)**
- **Commission Instructions & Any Commission Credit Amendments (signed by Manager or Broker only)**
- **Receipt and Approval of Preliminary Title Report**
- **HOA Documents Receipt (includes list of docs received) (if applicable)**
- **Home Warranty Order Verification (or confirm waiver on RPA)**
- **Final Closing Statement – Douglas Elliman client**

**Reports:**

- **Preliminary Title Report (upload within 7 days of opening escrow)**
- **General Physical Inspection Report or Buyer's Inspection Waiver [CAR Form BIW]**
- **NHD Report and Summary**
- **Wood Destroying Pest Report (if obtained or provided; otherwise, BIW not required for termite)**
- **Wood Destroying Pest Completion (if applicable)**
- **All Other Inspection Reports/Estimates/Invoices obtained during escrow (All Buyers should be advised to complete General, Termite, Sewer & Chimney Inspections and then any additional inspections suggested by professional inspectors).**
- **Completed City Report/Pre-Sale Inspection Report (i.e. LA City 9A, Newport Beach Residential Building Records (RBR), etc.)**
- **City or County Certificate of Compliance (if applicable)**
- **Sewer Lateral Report (Carmel, San Luis Obispo) or Septic Tank Certification (Malibu)**
- **Receipt for Reports [CAR Form RFR] (if applicable)**

**Trust Sales – Additional Required Forms**

- **Trust Advisory (Required for any property held in a trust, exempt or not) [CAR Form TA]**
- **Representative Capacity Signature Disclosure-Seller [CAR Form RCSD-S] (Only if Legally Authorized Signer section is incomplete)**