

TRANSMITTAL AND REQUEST MEMO

Transaction Coordination

NOTE: This form is used by a transaction coordinator or a transaction agent when documents needed to fulfill an employment with a client or close the broker's file for disbursement of a fee have or have not been received or delivered to others, to forward or request documents for closing a transaction or fully performing the employment with the broker.

DATE: _____, 20____, at _____, California.

TO:	
Name _____	
Office _____	
Address _____	

Phone _____	Cell _____
Email _____	

FROM: _____	
Title _____	
Office _____	
Address _____	

Phone _____	Cell _____
Email _____	

Property Address _____

Your File name/number _____

My File name/number _____

My capacity in this transaction _____

MEMO: Please respond to the documents attached or requested as checked below:

For Your File (no response necessary)	Send Me the Checked Items	Read, Sign, and Return Checked Items	Fill Out, Sign, and Return Checked Items	Description of Documents	Recv'd
				Listing Agreement <input type="checkbox"/> Seller, <input type="checkbox"/> Buyer, <input type="checkbox"/> Extension	
				Agency Law Disclosure [RPI Form 305] <input type="checkbox"/> to Listing, <input type="checkbox"/> to Purchase Agreement	
				Condition of Property Disclosure – Transfer Disclosure Statement (TDS) [RPI Form 304] signed by _____	
				Transfer Fee Disclosure Statement [RPI Form 304-2]	
				Residential Earthquake Hazards Report [RPI Form 315]	
				Natural Hazard Disclosure Statement [RPI Form 314]	
				Geological Inspection Report <input type="checkbox"/> Waiver	
				Ordinance Compliance – Local Option Disclosure [RPI Form 307] <input type="checkbox"/> Certificate, <input type="checkbox"/> Report	
				Home Inspector's Report	
				Structural Pest Control <input type="checkbox"/> Report, <input type="checkbox"/> Clearance	
				Lead-Based Paint Disclosure – On Sale of Real Estate [RPI Form 313]	
				Federal Residency Declarations – Citizen Status [RPI Form 301] <input type="checkbox"/> Buyer's Occupancy Declaration (non-resident, alien seller)	
				Seller's FTB Withholding Exempt Certification [RPI Form 301-1]	
				Seller's Neighborhood Security Disclosure Statement [RPI Form 321]	
				Property Operating Expense Sheet [RPI Forms 306 and 352]	

For Your File (no response necessary)	Send Me the Checked Items	Read, Sign, and Return Checked Items	Fill Out, Sign, and Return Checked Items	Description of Documents	Recv'd
				Purchase Agreement <input type="checkbox"/> all signatures <input type="checkbox"/> signature of _____	
				Counteroffer <input type="checkbox"/> all signatures <input type="checkbox"/> signature of _____	
				Copy of Buyer's Check for Deposit	
				Good Faith Estimate of Buyer's Costs – On Acquisition of Property [RPI Form 311]	
				Good Faith Estimate of Seller's Net Proceeds – On Sale of Property [RPI Form 310]	
				Affiliated Business Arrangement Disclosure Statement [RPI Form 205]	
				Conflict of Interest Disclosure Statement [RPI Form 527]	
				Buyer's Receipt of Hazards Booklet(s) [RPI Form 316]	
				Roofing Inspection Report	
				Lender's Letter <input type="checkbox"/> pre-qualified, <input type="checkbox"/> pre-approved, <input type="checkbox"/> approved	
				Escrow Instructions – Buyer and Seller Instructions [RPI Form 401] <input type="checkbox"/> signature of _____	
				Brokerage Fee Instructions to Escrow [RPI Form 401-3]	
				Preliminary Title Report	
				HOA Documents _____ _____	
				Property Inspection – Request for Repairs [RPI Form 269]	
				Final Walk-Through Inspection – Final Condition-of-Property Confirmation [RPI Form 270]	
				Estimated Closing Statement [RPI Form 402] <input type="checkbox"/> For Seller, <input type="checkbox"/> For Buyer	

Thank you for your assistance.

By: _____

Signature: _____