



## LISTING CHECKLIST (AGENT USE)

Seller One: \_\_\_\_\_ Seller Two: \_\_\_\_\_

Trust/company name (if title held differently): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Source of Business: \_\_\_\_\_

Seller One Mobile: \_\_\_\_\_ Seller Two Mobile: \_\_\_\_\_

Seller One Email: \_\_\_\_\_ Seller Two Email: \_\_\_\_\_

(to be used with DocuSign)

Referral Company: \_\_\_\_\_ agreement rec'd? \_\_\_\_\_ Percentage Amount: \_\_\_\_\_

Property Address: \_\_\_\_\_

TMK: \_\_\_\_\_ MLS: \_\_\_\_\_

Special Type: Short Sale \_\_\_\_\_ REO \_\_\_\_\_ Leasehold \_\_\_\_\_ Distressed Sale \_\_\_\_\_

Sales Price: \_\_\_\_\_ HL Commission: \_\_\_\_\_ GET: \_\_\_\_\_ (yes or no)

Listing Period: \_\_\_\_\_ to \_\_\_\_\_ (dates)

Additional Terms: \_\_\_\_\_

Showing Instructions: \_\_\_\_\_

(vacant, owner occupied, lockbox number, sentrilock box (serial number if app), tenant(s), must call prior, etc)

### REQUIRED:

*Fully executed documents are required to uploaded to salesforce within 48 hours of active status*

- ★ Exclusive Right to Sell Listing Agreement (ZipForms)
- ★ Exhibit A/Data Input or Signed MLS Printout (MLS)
- ★ Tax Map Key (TMK) Printout
- ★ Professional Photos

### RECOMMENDED:

- ★ CMA
- ★ Certificate to Withhold from MLS
- ★ Seller's Disclosure Statement
- ★ TMK Plat Map
- ★ Assoc / CPR / Condo Documents
- ★ Lead Based Paint Addendum - *if applicable, built 1978 or earlier* (ZipForms)
- ★ Leasehold Disclosures
- ★ Property Profile Report - *from preferred escrow company*
- ★ Building Permit Package
- ★ Wastewater Information Card
- ★ Lava Zone
- ★ Flood Zone
- Open Permits: Yes \_\_\_\_ No \_\_\_\_
- Cesspool \_\_\_\_ Septic \_\_\_\_ Sewer \_\_\_\_
- Located in Zone: \_\_\_\_
- Located in Zone: \_\_\_\_

### SHORT SALE:

- ★ Letter of Authorization to Lien Holders (Bank)
- ★ HAR Distressed Property Addendum (ZipForms)
- ★ HAR Short Sale Addendum (ZipForms)

