



Property Data Listing Checklist

(For Internal Purpose Only)

Property Address: _____

TMK: _____

_____ Current Property Tax \$_____ year_____

_____ Road Type Private _____ Public _____

_____ Disposal System Cesspool _____ Septic _____ Sewer _____

_____ Flood Map Located in Zone: _____

_____ Lava Map Located in Zone: _____

_____ Building Permits Open Permits: yes _____ no _____

_____ Comparative Market Analysis

_____ Seller's Disclosure Statement *(provided to Seller to complete)*

_____ TMK Plat Map

_____ Preliminary Title Report

_____ Lockbox code / Key Location _____

_____ Gate Code _____

_____ Housecleaner _____

_____ Property Manager _____

_____ Gardner _____

MANDATORY (MUST BE UPLOADED TO SALESFORCE LISTING FILE)

_____ Tax Map Key (TMK) Printout

_____ Exclusive Right to Sell Agreement *(Zipforms)*

_____ Certificate to Withhold from MLS *(if not submitting to MLS within 48 hours)*

_____ Exhibit A / Data Input Form or Signed MLS Listing Printout

