

LISTING CHECKLIST



MLS#	_____
ADDRESS:	_____ _____ _____
AGENT:	_____

The following items are necessary in setting up a LISTING FILE.

1) Listing Agreement w/attachment	_____
2) Property Disclosure w/addendums	_____
3) Agency Pamphlet	_____
4) Dual Agency Agreement	_____
5) AS-IS Addendum	_____
7) Utility Disclosure	_____
8) Survey & Copy of Deed	_____
10) MLS Sheet	_____

Agent Responsibilities:

1) MLS Input	_____
3) Scan Property Disclosure	_____

Comments: _____