

# Listing Checklist

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

**REALTEAM LISTING AGENT:** \_\_\_\_\_

Listing Period \_\_\_\_\_ to \_\_\_\_\_ Broker Load Date \_\_\_\_\_

Withdrawal Date \_\_\_\_\_ Closing Date \_\_\_\_\_

**ALL FILES MUST BE COMPLETE, BROKER LOADED, AND IN OFFICE WITHIN 72 HOURS**

**COMPLETED LISTING CHECKLIST (top right side)**

- ☐ Exclusive Seller Representation Agreement RE-16 (ON TOP)
- ☐ Agency Receipt (Signed Original Document)
- ☐ Listing Package (Property Profile)
- ☐ MLS Print Out (After you have Broker Loaded) (Data Detail Input Sheet goes on *Left Side*)
- ☐ Seller's Property Condition Disclosure Form (RE-25 or RE26 as applicable)
- ☐ Lead Based Paint Hazards Disclosure (If pre-1978)      Check here if Not Applicable ☐
- ☐ LP Siding Disclosure (If Needed (ON BOTTOM)      Check here if Not Applicable ☐
- ☐ Year Built \_\_\_\_\_
- ☐ Vacant or Bare Land (YES) \_\_\_\_\_ (NO) \_\_\_\_\_

***Seller Information – MUST BE COMPLETE***

Seller Name(s) \_\_\_\_\_

Seller Contact Information: Home Phone \_\_\_\_\_  
Cell Phone \_\_\_\_\_  
Email \_\_\_\_\_

### ***Listing Specific Information***

Sign Company: \_\_\_\_\_ Install Order Date: \_\_\_\_\_

Date Installed: \_\_\_\_\_ Removal Order Date: \_\_\_\_\_ Date Removed: \_\_\_\_\_

Lockbox Type (Circle): Electronic / Combo      CBS Code (if any): \_\_\_\_\_

Lockbox Combination: \_\_\_\_\_ Lockbox Number: \_\_\_\_\_

**OTHER ATTACHMENTS (Left Side)** \_\_\_\_\_

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**IF YOU ARE NOT THE LISTING AGENT, DO NOT REMOVE OR ADD ITEMS TO THE LISTING FILE WITHOUT THE EXPRESS PERMISSION OF THE LISTING AGENT.**