

Listing Checklist - Washington

Property Address _____ Closing Date _____
Listing Period _____ to _____ Broker Load Date _____

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

COMPLETED LISTING CHECKLIST (top right side)

- Exclusive Right to Sell Listing Agreement (ON TOP)
- Law of Agency Receipt (Signed Original Document)
- Listing Package (Warranty Deed - Property Profile)
- Exhibit A – Legal Description - Signed
- MLS Print Out (After you have Broker Loaded)
- SARS / MLS Data Form (Data Detail Input Sheet goes on *Left Side*)
- Seller's Property Condition Disclosure Form
- Lead Based Paint Hazards Disclosure (If pre-1978) 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 _____

REALTEAM AGENT: _____

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): _____