



## Listing Checklist

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

**PROPERTY ADDRESS:** \_\_\_\_\_

### **DATE SENT**

(1-4) **Required to be turned in WITHIN 48 hours of EXECUTION**

1. \_\_\_\_\_ **ER Legal Language** - All 3 pages with Seller's Signatures and initials.
2. \_\_\_\_\_ **Agency Disclosure and Election** – Be sure to check the proper agency relationship.
3. \_\_\_\_\_ **Multiple Listing Data Profile Sheets** – All portions filled in that are required (R) and all signatures and dates from Seller., the home is **MUST** be in the system within 24 hours.
4. \_\_\_\_\_ **MLS Plano Printout** - So we know the property is listed in the MLS system.

**(5-7) Required to be turned in WITHIN 48 hours of EXECUTION. Failure to turn in all together with purchase contract will result in a \$50.00 office reprocessing fee.**

5. \_\_\_\_\_ **EXECUTED PURCHASE CONTRACT** – OWNERS AND TENANTS initials and signatures.
6. \_\_\_\_\_ **Sold Change Form** – Removing listing from active status.
7. \_\_\_\_\_ **Commission Disbursement Form** – Commissions MUST be completed by the agent prior to being sent for the Brokers approval.

**Required to be turned in before close of escrow. Failure to turn in 9-13 before the COE will result in a \$50.00 office reprocessing fee.**

8. \_\_\_\_\_ **Earnest Money Receipt** – Turn in within **24 hours** of acceptance of any contract as required by the Dept. of Real Estate.
9. \_\_\_\_\_ **Seller's Property Disclosure Statement** – All 6 pages with Seller's initials and signatures where required and completely filled out by Seller.
10. \_\_\_\_\_ **Lead Base Paint** – All boxes necessary, checked and initialed with Sellers signature. If built in 1978 or before.
11. \_\_\_\_\_ **Buyers Inspection & Sellers Response Addendum** – Whether your Buyer is having an inspection or waiving it, please have them sign this form. You do **NOT** need to include the inspection list.
12. \_\_\_\_\_ **Final Walk Through Inspection**

All that is listed above is required by the Department of Real Estate to be turned into and reviewed by your broker before we can release your commission check to you.