



AYERS & ASSOCIATES REAL ESTATE

LISTING INFORMATION & REQUIRED DOCUMENTS CHECK LIST

MLS# _____ COMMISSION SPLIT _____ % _____ %

LIST DATE _____ EXPIRATION DATE _____

PROPERTY ADDRESS _____

Subdivision _____ PROPERTY TYPE _____

LIST PRICE _____

OWNER INFORMATION:

NAME _____

EMAIL ADDRESS _____

ADDRESS _____

PHONE NUMBERS _____

AGENT INFORMATION

AGENT _____ CELL _____

AGENT _____ CELL _____

SHOWING INSTRUCTIONS:

Additional Notes:

REQUIRED DOCUMENTS:

- ☐ MLS Print Out –Broker Synopsis single page
- ☐ Listing Agreement—Exclusive Right to Sell TRANSACTION BROKER
- ☐ Sellers Disclosure—Investor use Never Lived In Disclosure--Vacant Land Disclosure (which ever applies)
- ☐ Ayers & Associates Disclosure--extremely important—this is your Agency Relationship as a Transaction Broker
- ☐ Lead Based Paint **if built prior to 1978---You have to initial and sign this document**
- ☐ HOA Rider/Disclosure
- ☐ Download & Attach in MLS ALL HOA information- (Rules & Regs, Financials, Buyer Application, etc..)
- ☐ Permit Record – Closed--- see Ayers Associates Intranet for instructions
- ☐ Open Permit Search ---see Ayers Associates Intranet for instructions
- ☐ Home Warranty Waiver or Acceptance
- ☐ Imapp Tax Record –Listing agreement name must match the name on title in tax record
- ☐ Death certificate if a spouse has passed & is still on title
- ☐ Trust Documents for Seller if property is titled in a Trust (they must have this to close)
- ☐ Flood Insurance Declaration page (if they have flood) (Insurance agent contact info will be listed on the declaration page)
- ☐ Contact Insurance agent to inquire if flood policy is transferable—if so request form be sent to Seller & yourself
- ☐ Required Listing Documents Check List –This form!!!

Ayers & Associates Intranet is your source for Required Internal Documents

<https://ayersassociatesintranet.com/required-documents>

This form is under Seller Docs & Miscellaneous Docs