



## LISTING CHECKLIST

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

MLS Number \_\_\_\_\_

Agent \_\_\_\_\_

\*= Required

### Agent List

_____	Listing Checklist*
_____	Assessor Printout*
_____	CMA
_____	Listing Agreement*
_____	Definitions of Working Relationship*
_____	Listing Package from Title Company
_____	Listing Information Sheet*
_____	Seller's Property Disclosure*
_____	Square Footage Disclosure*
_____	Source of Water Disclosure*
_____	Lead Based Paint Disclosure*
_____	Mill Tailings*
_____	MLS Write-Up*
_____	MLS Printout*
_____	Schedule Photos
_____	QR Code Made and Laminated*

### Office List

_____	Create a Physical File
_____	Create Digital File
_____	MLS Approved
_____	Advertising Approved
_____	Advertising Displayed
_____	Listing Information Sheet
_____	Affiliated Parties Worksheet
_____	Receipt of Agent Documents
_____	Receipt of Title Company Documents
_____	Physical/ Digital File Approved
_____	Website Updated
_____	Commission Received
_____	Commission Paid
_____	Other
_____	Other



\_\_\_\_\_ Signs Checked out of Office & Installed\*

\_\_\_\_\_ MultiLock Checked Out & Installed\*

\_\_\_\_\_ Advertisements/Social Media Ads\*

\_\_\_\_\_ HOA Documents

\_\_\_\_\_ HOA Website Address

\_\_\_\_\_ Virtual Tour

\_\_\_\_\_ Affiliated Parties Worksheet\*

\_\_\_\_\_ Closing Checklist\*

\_\_\_\_\_ Marketing (SM/Physical) \*