



New Listing Checklist

Must Have When Turning In A Listing:

- ☐ NorthstarMLS Input Form
- ☐ Agency in Relationships
- ☐ Listing Contract (Exclusive Right to Sell)

One of the Following:

- ☐ Seller's Property Disclosure or
- ☐ Seller's Disclosure Alternative
- ☐ Vacant Land Disclosure

If Applicable:

- ☐ Well Disclosure Statement
- ☐ Septic (Subsurface Sewage Treatment) Disclosure Statement
- ☐ Well & Septic Location Map
- ☐ Lead-Based Paint Disclosure (*if built before 1978*)
- ☐ Coming Soon pre-listing agreement

New Listing Tasks:

- ☐ Add photos/virtual tour to MLS
- ☐ Sign Install
- ☐ Verify accuracy on MLS
- ☐ Verify accuracy of other websites (Realtor.com, Trulia, Zillow)
- ☐ Post listing to Facebook business page, Instagram, etc.
- ☐ Schedule Open Houses
- ☐ Set up Showingtime instructions
- ☐ Install lockbox property
- ☐ Supply listing paperwork to client