



LISTING AND SALES CHECKLIST

(Revised April 2007)

LISTINGS

(Note: LISTING CAN NOT BE PUT INTO MLS UNTIL SIGNED BY ALL PARTIES INCLUDING YOUR BROKER AND NO SIGNS ON PROPERTY BEFORE ALL PAPERWORK IS TURNED INTO OFFICE)

- o Brokerage Relationship Disclosure Form Transactional Broker
- o Listing of Residential Improved Property Exclusive Right and Authority To Sell (or Vacant Land, Commercial, Lease etc.)
- o Seller's Disclosure Statement
- o Homeowner's Association Disclosure Summary
- o MLS Profile Sheet (if Staff is inputting the listing for you, this MUST be filled out completely)
- o Showing Card Information Sheet
- o Amendment to Listing of Residential Improved Property Exclusive Right and Authority to Sell Contract (or Vacant Land)
- o Termination of Listing Contract Exclusive Right and Authority to Sell

OFFERS/PENDING SALE

(Note: You will not be paid until ALL paperwork is turned into office, this must be done as soon as you have signed paperwork)

- o Transaction Information Sheet
- o Brokerage Relationship Disclosure Form Transaction Broker
- o Sales Contract (Residential Improved Property or Sales Contract (Vacant Land)
- o Copy of Escrow Check
(Escrow check payable to closing agent of Buyer's choice)
- o Acknowledgement of Receipt Condominium/Cooperative Documents
- o Acknowledgement of Receipt Homeowner Documents
- o Listing Change of Status (if Staff is changing the listing status for you)

CLOSED SALES

- o Commission Disbursement Request –only if you are paying someone else – need W-9
- o Check and Copy of Check
- o Copy of Closing Statement (HUD)
- o Listing Change of Status (if Staff is changing the listing status for you)

TERMINATED/DEAD SALE

If a Sales Contract is NOT ACCEPTED, please fill out the Transaction Information Sheet marked Terminated/Dead Sale.