

AGENT CHECKLIST FOR LISTING PACKET

Agent: _____

- MLS Printout-(if available)
- Exclusive Right to Sell Contract
- Addendums-(as needed)
- Residential Property Disclosure (if applicable)
- Lead-Base Paint Disclosure-(if applicable)
- Consumer Guide to Agency Relationships
- Showing Instructions
- HMS Warranty (if applicable)

YES / NO Does this property require Property Disclosure?

YES / NO Does property require Lead Disclosure?

YES / NO Is this property a foreclosure or short sale?

All forms need to be signed, initialed, and dated by both
BUYER and SELLER