

# LISTING CHECK LIST



DATE: \_\_\_\_\_ LISTING AGENT \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_  
 SELLER(S): \_\_\_\_\_  
 PRESENT ADDRESS: \_\_\_\_\_  
 FORWARDING ADDRESS: \_\_\_\_\_  
 PHONE: \_\_\_\_\_ BUS: \_\_\_\_\_  
 BUYER(S): \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_  
 PHONE: \_\_\_\_\_ BUS: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_  
 DATE LISTED: \_\_\_\_\_  
 LIST PRICE: \_\_\_\_\_  
 ADJ 1-DATE: \_\_\_\_\_  
 ADJ 2-DATE: \_\_\_\_\_  
 CONTRACT PRICE/DATE: \_\_\_\_\_  
 CLOSING ATTORNEY: \_\_\_\_\_  
 LOCATION: \_\_\_\_\_  
 DATE: \_\_\_\_\_ TIME: \_\_\_\_\_  
 SALES AGENT: \_\_\_\_\_  
 PHONE: \_\_\_\_\_ BUS: \_\_\_\_\_

DATE COMPLETE	LISTING SERVICING AND MARKETING STEPS
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	CMA RANGE OF PRICE \$ _____ TO \$ _____ RESIDENTIAL MARKETING AGREEMENT COMPLETED AND SIGNED SELLER DISCLOSURE STATEMENT SIGNED WARRANTY PLAN ADDITIONAL ADDENDUM SIGNED FHA LOAN PAYOFF LETTER SENT LISTING AGREEMENT & INPUT SHEET TO MLS SECRETARY FACT SHEET INFORMATION COMPLETE AND REQUESTED INSTALL LOCK BOX SHACKLE # _____ INSTALL YARD SIGN DELIVER FACT SHEET TO PROPERTY LOAN INFORMATION VERIFIED ADVERTISING SCHEDULED AND BUDGETED OPEN HOUSE SCHEDULED DATES _____/_____/_____ NOTIFY NEIGHBORS "PROPERTY JUST LISTED" CALL SELLER EACH WEEK _____/_____/_____ DISCUSS AGENT'S COMMENTS MEET WITH SELLER UPDATE CMA AND REVIEW MARKETING STRATEGY WINTERIZE VACANT HOUSE _____ DE-WINTERIZE VACANT HOUSE _____ OFFERED PRESENTED BY _____ EXECUTED CONTRACT DELIVERED TO SELLER, BUYER AND SELLING AGENT INSTALL SOLD SIGN LOAN APPLICATION WITH _____ Phone# _____ CONTRACT, ALL ADDENDUMS, EARNEST MONEY AND WORKSHEET TO MANAGER PENDING COMPUTER INPUT SHEET TO MLS SECRETARY NOTIFY NEIGHBORS "PROPERTY JUST SOLD" SELLER INFORMED OF BUYERS HOME INSPECTION APPRAISAL COMPLETED SELLER INFORMED OF LOAN APPROVAL TERMITE INSPECTION PERFORMED BY _____ INFORM SELLER OF TERMITE INSPECTION RESULTS WELL INSPECTION _____ SEPTIC INSPECTION _____ DEED REQUESTED FROM _____ INFORMED SELLER OF TIME, DATE AND PLACE OF SETTLEMENT CONFIRMED DEED AND SETTLEMENT PAPERS SIGNED BY SELLER WALK THROUGH PERFORMED KEYS AND GARAGE DOOR OPENERS ARRANGED FOR TRANSFER UTILITIES & INSURANCE HAVE BEEN CANCELLED (POST CLOSING) POSSESSION DATE SET FOR _____ CONFIRMED COMMISSION CHECK AND SETTLEMENT STATEMENT TO MANAGER REMOVED "SOLD" SIGN & LOCKBOX FROM PROPERTY ARRANGEMENTS MADE FOR SELLER'S CHECK SENT THANK YOU LETTER ADDED SELLER NEWSLETTER/SOI MASTER MAILING LIST
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COMMENTS: \_\_\_\_\_  
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