



Listing Checklist RUSA form #3

Only fax/email items 1-13 asked for on this form to the office,

Make sure you give your home fax number and phone numbers to title, loan officers, inspectors etc.

Do not give out the office fax number to anyone.

480-281-1591 is for agents to fax in paperwork only. realtyusaoffice@cox.net

All other paperwork is to be faxed or sent to your home office,

Such as the Home inspection, C,C&R's, Termite report, Preliminary Title reports and HOA bylaws which do not get faxed to the office.

Include a clear Legible and normal size copy of the paperwork you're turning in. Failure to turn in 1-5 all together with the listing will result in a \$50.00 office reprocessing fee.

Date Faxed

1. _____ **ER Legal Language** - All 3 pages with Seller's Signatures and initials.
2. _____ **Agency Disclosure and Election** – Be sure to check the proper agency relationship.
3. _____ **Multiple Listing Data Profile Sheets** – All portions filled in that are required (R) and all signatures and dates from Seller.. Unless otherwise instructed by the seller, the home is supposed to be in the system within 24 hours after the home is listed.
4. _____ **MLS Plano Printout** - So we know the property is listed in the Tempo MLS system.
5. _____ **Short Sale Addendum** – If necessary.

Required to be turned in after receiving an accepted contract along with a fax cover sheet identifying agent, property address, Buyer, and Seller. Failure to turn in 6-8 all together with purchase contract will result in a \$50.00 office reprocessing fee.

6. _____ **Title Officer Instructions** - - Must be sent to Title Officer at start of escrow.
7. _____ **Purchase Contract** – Buyers and Sellers initials and signatures.
8. _____ **Sold Change Form** – Removing listing from active status.
9. _____ **Commission Disbursement Form** The math deductions shall be done by the agent prior to being faxed to the Brokers Processing Center at **480-281-1591** for the Brokers approval.

Required to be turned in before close of escrow with a fax cover sheet identifying agent, property address, Buyer, and Seller. Failure to turn in 9-14 before the COE will result in a \$50.00 office reprocessing fee.

10. _____ **Earnest Money Receipt** – Turn in within **24 hours** of acceptance of any contract as required by the Dept. of Real Estate.
11. _____ **Seller's Property Disclosure Statement** – All 6 pages with Seller's initials and signatures where required and completely filled out by Seller.
12. _____ **Lead Base Paint** – All boxes necessary, checked and initialed with Sellers signature. If built in 1978 or before.
13. _____ **Buyers Inspection & Sellers Response Addendum** – Whether your Buyer is having an inspection or waiving it, please have them sign this form. You do NOT need to include the inspection list.
14. _____ **Final Walk Through Inspection**

All that is listed above is required by the Department of Real Estate to be turned into and reviewed by your broker before we can release your commission check to you.