

# LISTING CHECKLIST

ESLC # \_\_\_\_\_ CB ED SCHLITT, REALTORS PRIMARY MLS # \_\_\_\_\_  
SECOND MLS # IF APPL \_\_\_\_\_  
ASSOCIATE: \_\_\_\_\_ LIST PRICE: \_\_\_\_\_ DATE: \_\_\_\_\_  
OWNER(S): \_\_\_\_\_  
PROPERTY ADDRESS: \_\_\_\_\_

## MANDATORY FORMS

- \_\_\_\_\_ #1 Exclusive Listing Agreement
  - \_\_\_\_\_ #2 Approximate Seller's Net Proceeds
  - \_\_\_\_\_ #3 Affiliate Business Disclosure
  - \_\_\_\_\_ #4 Seller's Property Disclosure Rev. 10/05 (Incl Res. Lots & excl new construction)
  - \_\_\_\_\_ #5 New Home Insulation Disclosure (new const only)
  - \_\_\_\_\_ #6 Home Owners Assoc. Disclosure (Mandatory only)
  - \_\_\_\_\_ #7 Sink Hole Disclosure 9/assent Lead Only (if no sellers disclosure)
  - \_\_\_\_\_ #8 Status Form
  - \_\_\_\_\_ #9 Seller Services Guarantee
  - \_\_\_\_\_ #10 Home Protection Plan Warranty Accepted Declined
  - \_\_\_\_\_ #11 Comparative Market Analysis (CMA) or Certified Appraisal
  - \_\_\_\_\_ #12 Referral - If Yes, Please attach form.
  - \_\_\_\_\_ #13 Tax Bill or Warranty Deed
  - \_\_\_\_\_ #14 MLS Data Info Input Sheet
  - \_\_\_\_\_ #15 Condominium & POA Info
  - \_\_\_\_\_ #16 Lead Base Disclosure (built prior to 1978)
- \_\_\_\_\_ Advertising Copy
- \_\_\_\_\_ Floor Sheet
- \_\_\_\_\_ Two sets of keys
- \_\_\_\_\_ Gate code
- \_\_\_\_\_ Lock Box
- \_\_\_\_\_ 8 photos
- \_\_\_\_\_ Personal Property Inventory Form (optional)
- \_\_\_\_\_ Estoppel Letter

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APPROVED BY: \_\_\_\_\_ Sales Manager \_\_\_\_\_  
Office Manager \_\_\_\_\_

Office Use Only

- M.L.S. INPUT \_\_\_\_\_ Primary Board \_\_\_\_\_ E-Mail Agents \_\_\_\_\_ 2nd Board  
\_\_\_\_\_ send floor sheet & MLs brochure copy to courtesy office, if applicable
- MLS DETAIL SHEET \_\_\_\_\_ board \_\_\_\_\_ agent approval \_\_\_\_\_ just listed cards \_\_\_\_\_ file (inside cover)  
Distribution \_\_\_\_\_ Client Brochure copy \_\_\_\_\_
- ADNET \_\_\_\_\_ Print copy for agent's approval
- KEY CARD \_\_\_\_\_ prepared
- FLOOR BOOK \_\_\_\_\_ Floor sheet only
- LUCERO \_\_\_\_\_ Summary \_\_\_\_\_ 'www' Internet \_\_\_\_\_ Advertising \_\_\_\_\_ Option pg (town name + 01) \_\_\_\_\_  
\_\_\_\_\_ Flag for Transmittal to Crest & CB.com \_\_\_\_\_ Agent/Commission
- PHOTOS \_\_\_\_\_ MLS (8) \_\_\_\_\_ Lucero (8) \_\_\_\_\_ AdNet/Buyer's Guide (8) \_\_\_\_\_ CB.Com (8) \_\_\_\_\_ Secondary MLS (8)
- LETTER \_\_\_\_\_ Seller's Letter \_\_\_\_\_ Signed Listing Agreement  
\_\_\_\_\_ MLS Brochure for Seller \_\_\_\_\_ Date letter sent
- SIGNS \_\_\_\_\_ Fax sign request or \_\_\_\_\_ E-mail request
- JUST LISTED \_\_\_\_\_ Cards completed (see Quantum website)
- IRC BOARD ONLY \_\_\_\_\_ Signed Listing and Detail MLS Sheet sent to IRC Board

5/24/2007

Client Name: \_\_\_\_\_ MLS \_\_\_\_\_

Address: \_\_\_\_\_

### CONTRACT CHECKLIST

- \_\_\_\_ ESI
- \_\_\_\_ Status Report
- \_\_\_\_ Completed Contract
- \_\_\_\_ Seller's disclosure w/buyers signature (if our listing)
- \_\_\_\_ Brokerage relationship disclosure (if we have buyer)
- \_\_\_\_ Escrow check w/ interest bearing addendum if we are holding escrow, otherwise need copy of check
- \_\_\_\_ Condo Addendum & receipt (if applicable)
- \_\_\_\_ CCCL (if applicable)
- \_\_\_\_ Lead paint disclosure (if before 1978)
- \_\_\_\_ Warranty Plan
- \_\_\_\_ HOA if mandatory

### FOR OFFICE USE ONLY

ATR \_\_\_\_\_  
 Lucero \_\_\_\_\_  
 MLS (if our listing) extend exp date if necessary \_\_\_\_\_  
 C on floor sheet and card (if our listing) \_\_\_\_\_  
 Additional deposit due on \_\_\_\_\_ \$ \_\_\_\_\_  
 Referral paperwork (if applicable) \_\_\_\_\_  
 Ad-Net \_\_\_\_\_

Manager's Signature \_\_\_\_\_ Date \_\_\_\_\_

### CLOSING

- \_\_\_\_ Completed status report
- \_\_\_\_ Check from title company (if applicable)
- \_\_\_\_ Closing papers
- \_\_\_\_ Pending File

### FOR OFFICE USE ONLY

MLS (if not out listing makes sure closed in our agents name)  
 Lucero \_\_\_\_\_  
 Post cards \_\_\_\_\_  
 Sign removal \_\_\_\_\_  
 Pull showing card & Key/ notify other office if they have card/key  
 Copy of Lucero paperwork to agent  
 Ad-net \_\_\_\_\_  
 thank-you surveys \_\_\_\_\_

LISTING AGENT: \_\_\_\_\_ Selling Agent: \_\_\_\_\_ 9/12/2003

ADDRESS: \_\_\_\_\_

SALE PENDING ON: \_\_\_\_\_

INITIALS	DATE

LUCERO STATUS CHANGED TO "P" - IF C/B LISTING  
 PASSPORT STATUS CHANGED TO "C"  
 ADJUST EXPIRATION DATE IN PASSPORT FROM \_\_\_\_\_ TO \_\_\_\_\_  
 PRINT 2 DETAIL SHEETS

Distribution:

- Copy in file folder
- Agent mail box with note - "Just Sold Post Cards???"  
 KEY CARD - WRITE "P" & DATE & INITIAL  
 FLOOR SHEET - WRITE "P" AND DATE & INITIAL  
 IF OUTSIDE BROKER LISTING ASSIGN E.S.L.C. NUMBER: \_\_\_\_\_  
 WRITE NEW ESLC NUMBER ON STATUS REPORT & FILE FOLDER  
 ATR NUMBER ASSIGNED: \_\_\_\_\_  
 IF OUR BUYER, PUT COPY OF "ESCROW CHECK" IN PENDING FOLDER  
 LUCERO "SOLD" ENTRY  
 \*ENTER 2ND DEPOSIT AMOUNT & DUE DUE IN "FINANCIAL" SECTION

- Link to Sale if C/B listing
- If Outside Broker listing - do not "link to sale"

DOCUMENTATION IN FILE FOLDER:

	Status Report
	Signed Contract (seller & buyer)
	Seller's Disclosure if our buyer
	Homeowner's Disclosure if our buyer
	Mold Disclosure if our buyer
	Agency Disclosure if our buyer

STAFF SIGNATURE: \_\_\_\_\_

CLOSED ON: \_\_\_\_\_

	FILE PULLED BY PENDING CABINET
	PULL FLOOR BOOK & KEY CARD
	REMOVE KEY NUMBER FROM KEY LOG (IF APPLICABLE)
	LOCKBOX - IF APPLICABLE - REMIND AGENT TO REMOVE
	PREPARE SIGN REMOVAL FORM WITH MAP ATTACHED
	ENTER SIGN REMOVAL INFO INTO EXCEL PROGRAM

	LUCERO "SOLD"
	PASSPORT "SOLD"
	IF NOT C/B'S LISTING - PULL LABEL LIST FOR POST CARDS
	"JUST PARTICIPATED" CARDS IF NOT C/B'S LISTING (ALL PROPERTIES)
	UPDATE ",ADNET"

CLOSING TO ACCOUNTING DEPARTMENT:

- \*STATUS REPORT - COMPLETED IN "CLOSED" SECTION
- CLOSING PAPERS SIGNED BY SELLER & BUYER
- \*CHECK (IF APPLICABLE)
- CLOSING CO-ORDINATOR'S INVOICE (IF APPLICABLE)
- \*LUCERO TRANSACTION REPORT
- \*LUCERO AGENT COMMISSION STATEMENT

STAFF SIGNATURE: \_\_\_\_\_

DEAL FELL ON : \_\_\_\_\_

	LUCERO - ENTER CANCEL DATE
	PASSPORT - BACK TO ACTIVE IF OUR LISTING
	UPDATE FLOOR BOOK AND KEY CARD (DATE & INITIAL CHANGE)
	EDIT ADT REPORT - DEAL FELL IN STATUS COLUMN
	TO C/B ACCOUNTING DEPARTMENT:
	STATUS REPORT INDICATING "DEAL FELL"
	CANCELLATION REQUEST SIGNED BY SELLER AND BUYER

STAFF SIGNATURE: \_\_\_\_\_