

## **RESIDENTIAL LISTING CHECKLIST:**

***\*All files must be turned in within 48 hours of acceptance\****

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

Property Type (condo/single family/townhome/commercial/multifamily, etc): \_\_\_\_\_

### **REQUIRED DOCUMENTS (ALL TRANSACTIONS)**

- Exclusive Right of Sale Listing Agreement (transaction broker preferred)
- Seller Property Disclosure (Residential, Condo, Limited)
- Property Appraiser Summary Page Printout
- MLS Listing Broker Synopsis signed by seller OR Residential Listing Input Sheet
- Wire Fraud Prevention Notice

### **REQUIRED DOCUMENTS (IF APPLICABLE)**

**1. Is the listing going live within 2 days of listing agreement execution?**

- Yes
- No - Owner Waiver of MLS Entry Form required

**2. Is this property part of a Homeowner Association?**

- Yes – Homeowner Association Addendum required (you will also need HOA docs and HOA contact)
- No

**3. Is this property part of a Condominium Association?**

- Yes – Condominium Association Addendum required (you will also need Condo docs, application and approval info, and Condo Association contact)
- No

**4. Is this property part of a Community Development District (CDD)?**

- Yes – CDD Addendum required
- No

**5. Are there any other master or sub associations this property is a part of?**

- Yes – explain \_\_\_\_\_
- No

**6. Is this property part of a 55+/62+ community?**

- Yes – Housing For Older Persons Addendum required
- No

**7. Is this property a short sale?**

- Yes – Short Sale Addendum required  
 No

**8. Is this property bank owned?**

- Yes  
 No

**9. Was this property built prior to 1978?**

- Yes – Lead Based Paint Addendum, Licensee Notice to Seller Re Lead Paint and EPA Lead Paint Info Pamphlet required (not required on REO or 55+)  
 No

**10. Is the listing or selling licensee personally related to seller or owner/part owner?**

- Yes – Licensee Interest Addendum required  
 No

**11. Is the seller a foreign national?**

- Yes – FIRPTA Addendum required and waiver should be discussed, please call with questions  
 No

**12. Are there any other special terms?**

- Yes – explain \_\_\_\_\_  
\_\_\_\_\_  
 No

**13. Are any other addendums required (IE post-occupancy, attorney approval, mold, sinkhole, drywall, coastal, flood, arbitration)**

- Yes – then these addendums are required  
 No

**14. Is the property currently leased?**

- Yes, seller will need to provide leases & deposit info/deposit transferred at closing  
 No