



**LISTING CHECKLIST FOR WALK-IN USE ONLY:**

FORMS NEEDED FOR ALL SALES. PENALTIES FOR LATE PAPERWORK FILING:  
 \$75.00 LATE FEE FOR EVERY LISTING CONTRACT NOT SUBMITTED TO **SURECLOSE** WITHIN 5 DAYS.  
 COMMISSION WILL NOT BE PAID UNTIL COMPLETE FILE HAS BEEN SUBMITTED TO **SURECLOSE**.

ITEM	NEEDED WITHIN	PAGES	YES/NO
MLS PRINTOUT	5 DAYS		
TAX SHEET	5 DAYS		
MLS PROFILE FORM	5 DAYS		
EXCLUSIVE RIGHT LISTING AGREEMENT	5 DAYS		
REAL ESTATE AGENCY DISCLOSURE	5 DAYS		
SPDS (COMPLETE)	5 DAYS		
ADDENDUMS	ASAP		
IF APPLICABLE	NEEDED WITHIN	PAGES	YES/NO
OWNER AGENT DISCLOSURE (IF NEEDED)	3 DAYS PRIOR TO CLOSING		
POOL SAFETY NOTICE	3 DAYS PRIOR TO CLOSING		
REFERRAL AGREEMENT	3 DAYS PRIOR TO CLOSING		
RECEIPT OF PUBLIC REPORT	PRIOR TO INSPECTION EXPIRATION		
CLIENT REGISTRATION	5 DAYS		
ANY DISCLOSURES	3 DAYS PRIOR TO CLOSING		
CANCELATION	ASAP		
DUAL AGENCY AGREEMENT	ASAP		
EXTRA FORM			
EXTRA FORM			
EXTRA FORM			

ONCE A PROPERTY HAS AN ACCEPTED OFFER PLEASE REFER TO PURCHASE CHECK LIST.

**PROPERTY ADDRESS:**

STREET NUMBER & NAME: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

CLIENT NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

CLIENT NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_