

## LISTING CHECKLIST

\* AN ORIGINAL OF EACH OF THESE ITEMS NEEDS TO BE TURNED INTO THE COMPANY WHEN DOING A SALE - A FAXED COPY CAN BE USED TO START THE FILE BUT AN ORIGINAL IS REQUIRED IN ORDER TO CLOSE THE FILE

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|---|--|
| <input type="checkbox"/> <u>ACTIVE MLS SHEET</u>                              | <input type="checkbox"/> COMPLETED MLS DATEFORM                      |
| <input type="checkbox"/> <u>WORKING WITH REAL ESTATE AGENTS FORM</u>          | <input type="checkbox"/> COPY OF RESTRICTIVE COVENANTS               |
| <input type="checkbox"/> <u>EXCLUSIVE RIGHT TO SELL LISTING AGREEMENT</u>     | <input type="checkbox"/> HOME WARRANTY PLAN                          |
| <input type="checkbox"/> <u>DUAL AGENCY IN LISTING AGREEMENT</u>              | <input type="checkbox"/> FLOOD INSURANCE (IF APPLICABLE)             |
| <input type="checkbox"/> <u>NC RESIDENTIAL PROPERTY DISCLOSURE</u>            | <input type="checkbox"/> OWNERS ASSOCIATION ADDENDUM (IF APPLICABLE) |
| <input type="checkbox"/> <u>4 BEDROOM SEPTIC PERMIT (IF APPLICABLE)</u>       | <input type="checkbox"/> COPY OF CURRENT SURVEY                      |
| <input type="checkbox"/> <u>COPY OF POA (IF APPLICABLE)</u>                   | <input type="checkbox"/> COPY OF DEED AND DEED OF TRUST              |
| <input type="checkbox"/> <u>LEAD BASE PAINT FORM (IF BUILT PRIOR TO 1978)</u> | <input type="checkbox"/> COPY OF SIGN REQUEST                        |
| <input type="checkbox"/> JBOR KEYBOX REQUEST FORM                             | <input type="checkbox"/> COMPARATIVE ANALYSIS (CMA)                  |
| <input type="checkbox"/> ESTIMATED SELLERS NET SHEET                          | <input type="checkbox"/> LOAN PAYOFF REQUEST                         |
| <input type="checkbox"/> COPY OF OUTGOING REFERRAL                            | <input type="checkbox"/> CONVERSATION NOTES                          |

### ITEMS BOLD/UNDERLINED REQUIRED TO PROCESS FILE

- PLACE MLS SHEETS IN FRONT BOOKS W/ CONTACT INFORMATION FOR SHOWING PROPERTY
  - PUT COPY OF SIGNED PROPERTY DISCLOSURE/LEAD BASE PAINT/ETC. IN BOOK IN COPIER ROOM
  - SCAN ASSOCIATED DOCS AND PUT IN MLS
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## SALES CHECKLIST

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|---|--|
| <input type="checkbox"/> <u>PENDED MLS</u>                                    | <input type="checkbox"/> <u>4 BEDROOM SEPTIC PERMIT (IF APP)</u> |
| <input type="checkbox"/> <u>OFFER TO PURCHASE</u>                             | <input type="checkbox"/> <u>BUYERS AGENCY AGREEMENT</u>          |
| <input type="checkbox"/> <u>FHA/VA ADDENDUM (IF APPLICABLE)</u>               | <input type="checkbox"/> <u>DUAL AGENCY (IF APPLICABLE)</u>      |
| <input type="checkbox"/> <u>WDIR-100 ADDENDUM</u>                             | <input type="checkbox"/> <u>COMPENSATION DISCLOSURE</u>          |
| <input type="checkbox"/> <u>INSPECTIONS ADDENDUM</u>                          | <input type="checkbox"/> <u>WORKING W/ REAL ESTATE AGENTS</u>    |
| <input type="checkbox"/> <u>NC RESIDENTIAL PROPERTY DISCLOSURE</u>            | <input type="checkbox"/> <u>PRE CLOSING WALK THRU</u>            |
| <input type="checkbox"/> <u>LEAD BASE PAINT FORM (IF BUILT PRIOR TO 1978)</u> | <input type="checkbox"/> CONVERSATION NOTES                      |
| <input type="checkbox"/> <u>HOME WARRANTY TAB</u>                             | <input type="checkbox"/> COPY OF HOME INSPECTION                 |
| <input type="checkbox"/> <u>ANY OTHER ADDENDUMS TO THE CONTRACT</u>           | <input type="checkbox"/> <u>COPY OF POA (IF APPLICABLE)</u>      |

### ITEMS BOLD/UNDERLINED REQUIRED TO PROCESS FILE

- PUT U/C ON MLS IN BOOKS IN FRONT ROOMS
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## AFTER CLOSING

- REMOVE MLS SHEET FROM FRONT BOOKS IF YOUR LISTING
- REMOVE PROPERTY DISCLOSURE, ETC. FROM NOTEBOOK IN COPIER ROOM IF YOUR LISTING
  
- COPY OF SIGN REQUEST FOR PICK UP (IF APPLICABLE)
- HUD 1 SETTLEMENT STATEMENT
- COMMISSION CLAIM
- COMMISSION CHECK
- CLOSED FILE CHECKLIST FILLED OUT & SIGNED
- TURN FILE INTO MANAGER

ALWAYS CHECK ALL PAPERWORK TO BE SURE SIGNED/INITIALED BY ALL PARTIES