



ACQUIRE REAL ESTATE
Listing Check Sheet

Agent \_\_\_\_\_ Phone \_\_\_\_\_

Agent Email address \_\_\_\_\_

CoAgent \_\_\_\_\_ Phone \_\_\_\_\_

SELLER NAME & FULL PROPERTY ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_

DATE: \_\_\_\_\_

- Listing Check Sheet
Exclusive Right to Sell
CMLS Listing Forms (3 pages)
Property Disclosure - COMPLETED BY SELLER
Lead Based Paint Disclosure - Exempt if built AFTER 1978
Home Warranty information - if Applicable
Square Footage Verification -new measurements by Listing Agent if appraisal rendering not available. The HOUSE square footage
Utilities information sheet
Copy of Tax Map Plat - pull from MLS, or plat, or survey
Copy of Listing Tax Sheet
Seller's Net Sheet
Covenants and Restrictions Documents if Applicable
Copy of Listing

Must provide to the Seller:

- Acquire Fair Housing Brochure
Acquire Agency Disclosure Explanation Brochure - Use the NEW Brochures or Documents provided by SCLLR

