

## Listing Checklist

Address _____ Owners Name _____ Owners Address _____ Home Phone _____ Cell _____ Bus. Phone _____ Fax _____ email _____ Other _____	Date Listed _____ Expiration Date _____ Price _____ Original Price _____ Final Price _____ Lock Box No. _____ Combo _____ MLS # _____																																	
<b>LIST DATE/ FILE</b> ___ CMA ___ Listing Contract ___ MLS Entry ___ Transfer Disclosure ___ Agency Disclosure ___ Seller's Affidavit(s) ___ Pest Reports ___ Smoke Detector ___ EQ/Special Studies ___ Residential E/Q / Hazards ___ Other Documents _____ ___ Sign Request Date _____ _____ <b>Home Warranty Co:</b> _____ Policy Number _____ \$ Amount _____ [Basic Plan] Extra Coverage _____ Paid By _____ NOTES _____ _____ _____	<b>LIST DATE AND MARKETING STEPS</b> ___ Order Property Profile & labels ___ Order Inspections ___ Set up file for office, self, & client ___ Keys in office; ___ Office Tour ___ Take photos or arrange sketch ___ Arrange Staging ___ For Sale Sign; ___ Lock Box ___ Flyers designed/printed ___ Just Listed Postcards ___ Open House Invitations/Postcard ___ Brokers OPEN [# of people ___] ___ Brokers OPEN [# of people ___] ___ Ad copy for _____ ___ Ad copy for _____ ___ Submit to Internet Web Sites _____ _____ _____																																	
<b>OPEN HOUSES</b> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Date</th> <th style="text-align: left;">Who Held Open</th> <th style="text-align: left;"># of People</th> </tr> </thead> <tbody> <tr><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td></tr> </tbody> </table>	Date	Who Held Open	# of People	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	<b>SCHOOL INFORMATION</b> <b>School Dist. Information #</b> _____ Elementary _____ Intermediate _____ High School _____ <b>Additional Information:</b> # Bedrooms: _____ # Baths _____ # Rooms _____ Home/Sq. Feet: _____ Lot/Sq. Feet _____ Age & Type of roof: _____ Age/furnace _____ Age/water heater _____ Personal property included _____ Remodeling/Year _____ Permits: _____ Slides, foundation, other issues: _____ _____ _____
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