

AGENTS LISTING & CONTRACT CHECKLIST

AGENT: _____

PROPERTY ADDRESS: _____

FROM: _____

NEW LISTING CONTRACT

DATE: _____

- | Agent Initials | Admin Initials |
|--|----------------|
| _____ New Listing Form (form not completed) | _____ |
| _____ MLS Computer Input Form Missing/Complete..... | _____ |
| _____ Exclusive Right to Sell Listing Contract or Transaction Broker Listing Contract signed by Seller/Agent | _____ |
| _____ Addendum "A" – All Listing Contracts (Seller Agency or Transaction Broker) signed by Seller/Agent.... | _____ |
| _____ Lead-Based Paint Disclosure (if home was built before 1978) signed by Seller/Agent _____ Yr Built | _____ |
| _____ Lead-Based Paint Obligations (if home was built before 1978)..... | _____ |
| _____ *Square Footage Disclosure signed by Seller/Listing Agent | _____ |
| _____ *Seller's Property Disclosure..... | _____ |
| _____ Closing Instructions signed by Seller/Listing Agent | _____ |
| _____ Affiliated Business Disclosure..... | _____ |
| _____ Sellers Services Guarantee signed by Seller/Listing Agent | _____ |
| _____ *Home Warranty Application or Check Addendum "A" for Waiver..... | _____ |
| _____ *Mold Disclosure..... | _____ |
| _____ Seller's permission to give access to all other professionals..... | _____ |

If Applicable:

- | | |
|--|-------|
| _____ All accepted previous contracts & copy of earnest money..... | _____ |
| _____ Incoming Referral Form..... | _____ |
| _____ HOA Documents (http://associationonline.com)..... | _____ |
| _____ Addendum "B" if Agent is on a Team signed by Seller/agent..... | _____ |
| _____ Request for Loan Information signed by Seller | _____ |
| _____ Seller's Estimated Costs/Equity Worksheet..... | _____ |
| _____ Definitions of Working Relationships signed by Seller/Agent..... | _____ |

NEW SALES CONTRACT

DATE: _____

- | Agent Initials | Admin Initials |
|--|----------------|
| _____ Sales Information Sheet (SIR) completed | _____ |
| _____ Earnest Money or Promissory Note | _____ |
| _____ Counter Proposal (if applicable) signed by Buyer/Seller..... | _____ |
| _____ Contract signed by Buyer/Seller/Listing Agent/Selling Agent | _____ |
| _____ Lead-Based Paint Disclosure (prior to 1978) signed Buyer/Seller/List Agent/Selling Agent _____ Yr..... | _____ |
| _____ *Square Footage Disclosure signed by Buyer/Seller/Listing Agent..... | _____ |
| _____ *Seller's Property Disclosure signed by Buyer/Seller..... | _____ |
| _____ Closing Instructions signed by Buyer/Seller/Agent..... | _____ |
| _____ *Mold Disclosure Signed by Seller/Buyer..... | _____ |
| _____ Radon Disclosure (for all Fort Collins properties within the city limits)..... | _____ |
| _____ Occupancy Limits Disclosure Statement (for all Fort Collins properties)..... | _____ |

If Your Buyer, please also submit the following:

- | | |
|---|-------|
| _____ Exclusive Right To Buy or Transaction Broker Contract (if applicable) signed by Buyer/Selling Agent | _____ |
| _____ Addendum "A" (All Exclusive Right-To-Buy Contracts) Buyer/Agent..... | _____ |
| _____ Affiliated Business Disclosure..... | _____ |
| _____ Buyer Services Guarantee signed by Buyer/Agent..... | _____ |
| _____ Buyer Commission Disclosure/Definition of \$199.00 Commission..... | _____ |
| _____ *Home Warranty Application/or Check page 2 of Addendum "A" for Waiver..... | _____ |

If Applicable:

- | | |
|--|-------|
| _____ All accepted previous contracts & copy of earnest money..... | _____ |
| _____ Incoming Referral Form..... | _____ |
| _____ Home Inspection Disclosure signed by Buyer/Seller/Listing Agent/ Selling Agent..... | _____ |
| _____ Purchaser's Estimated Cost Sheet..... | _____ |
| _____ Addendum "B" if agent is on a Team..... | _____ |
| _____ HOA Documents (http://associationonline.com)..... | _____ |
| _____ Definitions of Working Relationships signed by Buyer/Agent..... | _____ |
| _____ Change of Status Form Signed by Seller/Buyer/Agent..... | _____ |
| _____ Title Commitment..... | _____ |

* Documents are not required on Builder or Bank Owned Deals