

# NEW LISTING

# Checklist

Listing Agent

Address: \_\_\_\_\_  
\_\_\_\_\_

Referral? Y / N \_\_\_\_\_ %

To: \_\_\_\_\_

Source: \_\_\_\_\_

Type of Sale: \_\_\_\_\_ Standard \_\_\_\_\_ Short Sale \_\_\_\_\_ Probate  
\_\_\_\_\_ Divorce \_\_\_\_\_ Trust \_\_\_\_\_ NOD

Type of property: \_\_\_\_\_ Single Family Residence \_\_\_\_\_ Condo  
\_\_\_\_\_ Townhouse \_\_\_\_\_ Multi Unit \_\_\_\_\_ Mobile \_\_\_\_\_ Land

Is home owner behind on payments? Yes / No / Maybe

Is there a foreclosure date scheduled on the property?

Yes / No / Maybe If Yes, when: \_\_\_\_\_

Is there a reverse mortgage? Yes / No If Yes, provide the info:  
\_\_\_\_\_

Has anyone passed away at the property within last 3 years?

Yes / No If Yes, how many? \_\_\_\_\_

If Yes, was it a natural death? Yes / No

Have they even done a loan modification? Yes / No

Are there any code violations? Yes / No

Are there any pre-listing disclosures? Yes / No

If Yes, specify here: \_\_\_\_\_  
\_\_\_\_\_

How long ago? \_\_\_\_\_

Any copies available? Yes / No

Name: \_\_\_\_\_ Phone(s): \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Attorney's Name: \_\_\_\_\_

Phone(s): \_\_\_\_\_

Email: \_\_\_\_\_

- Target Date to MLS: \_\_\_\_\_
  - Work to be done to Property: Yes / No \_\_\_\_\_
  - Solar Panels? Yes / No (If Yes, fill out Solar Panel Questionnaire)
  - Are Utilities on? Yes / No (Must be activated throughout escrow)
  - Who will pay for the work? Broker / Owner / Other
  - Does the property have Mello Roos? Yes / No \_\_\_\_\_
  - Flyers? Yes / No Sign? Yes / No Target Date: \_\_\_\_\_
  - Easements/Material Facts? Yes / No \_\_\_\_\_  
Pre inspections? Yes / No \_\_\_\_\_ Home \_\_\_\_\_ Chimney \_\_\_\_\_ Termite  
\_\_\_\_\_ Sewer Line \_\_\_\_\_ Pool \_\_\_\_\_ Asbestos  
Cleaning lady? Yes / No Gardening quote? Yes / No  
Kitchen Remodel (partial/full remodel) Other: \_\_\_\_\_
  - Smoke Detectors? Yes | No
  - Carbon Monoxide Detectors? Yes | No
  - Water Heater Double Strapped? Yes | No
  - HOA? Yes | No Monthly Dues? \_\_\_\_\_  
Name & Phone No: \_\_\_\_\_
  - Loan Balance #1: \_\_\_\_\_ Loan Balance #2: \_\_\_\_\_
  - Alarm Code (if any)? \_\_\_\_\_
  - Contingent on home purchase? Yes | No  
Buying where? \_\_\_\_\_ Need referral? Yes / No
  - Broker's total compensation: \_\_\_\_\_ %  
Commission to Buyer's Agent: \_\_\_\_\_ %
  - Key duplicate(s) available? Yes | No  
If not, when can we pick up? \_\_\_\_\_
  - Photos will be taken: \_\_\_\_\_  
\_\_\_\_\_ Occupied \_\_\_\_\_ Tenant \_\_\_\_\_ Vacant
- Update on the upcoming: Listing contract copies / Photos taken /  
Property Disclosures & Questionnaire / Description of Home - Blurb  
to Approve / Ads & Marketing / Sign Installation / Flyers / Showings /  
Weekly Communication / Market Activity Update
- Additional Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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