

Listing Checklist

April 2003 Revision

Please note the following items must be completed and dated to have a complete listing file.

MLS# _____ Date this folder created _____

1. **Copy of this listing Checklist**, (fasten this checklist on inside cover of manila listing folder. Date below _____

1A. Crest Listing info to Support _____

2. Signed listing agreement _____

3. Agency disclosure form _____

4. Rink print out (or real-info printout) _____

5. "Tax amount billed" Rink Printout (or real-info printout) _____

6. Tax map _____

7. lead disclosure (if required) _____

8. Copy of the voyager listing printout _____

8. Two hole punched and fasten with two prong fastener all documents in reverse chronological order _____

10. Listing entered into Voyager within 24 hours. _____

11. Copy of listing to Support for entry into Crest and Century 21.com _____

12. **In For Sale book: copy of listing with owner's name, detailed showing instructions, including impeccable directions (from a specified starting point of an easily found intersection, with mileage to the 0.1 of a mile between all intersections), and the FIRE NUMBER, and tracking sheet** _____

13. **3 TESTED copies of keys**, See Key Policy. Key # _____

13A. Date key copies were tested: _____

14. Photos loaded into computer, in folder of month/year taken, folder "Photos200X" in Andrew Office Computer in folder labeled by owner's name. _____

15. Copy and attachments for website for AP's review within 24 hours. date _____

16. Copy of deed and survey when available in file. or N/A _____

17. Sign and Listing Book inc: Listing, SPCD, map, sign-in installed. or N/A _____

18. MLS Caravan or N/A _____

19. Office Caravan yes ____ no ____ or N/A _____

20. **One CO detector and smoke detectors in every BR and outside every BR and on every floor** _____

21. Client Name: _____

Address _____

Email _____

Phone _____ Fax _____

22. Attorney/tel/fax _____/_____/_____: