**Haven Real Estate Group Listing Checklist**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Property Address: |  | | | | Closing Date: |  |
| Listing Period: |  | to |  | Broker Load Date: | | **10/10/2013** |

ALL FILES MUST BE COMPLETE, BROKER LOADED, AND IN OFFICE WITHIN 48 HOURS

**COMPLETED LISTING CHECKLIST (**top right side**)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Exclusive Right to Sell Listing Agreement (ON TOP)** | | | | | | | | |
|  | **Law of Agency Receipt (Signed Original Document)** | | | | | | | | |
|  | **Listing Package (Warranty Deed - Property Profile)** | | | | | | | | |
|  | **Exhibit A - Legal Description - Signed** | | | | | | | | |
|  | **MLS Print Out** | | | | | | | | |
|  | **SARS *I* MLS Data Form (Data Detail Input Sheet goes on *Left Side)*** | | | | | | | | |
|  | **Seller's Property Condition Disclosure Form** | | | | | | | | |
|  | **Lead Based Paint Hazards Disclosure (If pre-1978)** | | | | | | |  | **Check here if Not Applicable** |
|  | **Year Built** |  | | |  | | | | |
|  | **Vacant or Bare Land** | |  | **Yes** | |  | **No** | | |

**Seller Information - MUST BE COMPLETE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Seller Name(s):** |  | |  |  |
| **Seller Contact Information:** | | **Home Phone:** | |  |  |
|  | | **Cell Phone:** | |  |  |
|  | | **Cell Phone:** | |  |  |
|  | | **Email:** | |  |  |
|  | | **Email:** | |  |  |

|  |  |
| --- | --- |
| **Haven Agent(s):** |  |