**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):** |  |