



South Florida's Premiere Residential Real Estate Sales and Training Organization

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LISTING PROCEDURES

Employee Name: _____ Date Completed _____ Date Completed _____

1. ____ Check Tax Records in MLS (to ensure property is not listed with another company)
2. ____ Check name on tax records and compare to name on listing contract (to ensure rightful owner is in fact listing owner) if name is different check with agent to see why. You may need Warranty Deed, Power of Attorney, Trust Paperwork, HUD, etc....
3. ____ Year Built _____ If built BEFORE 1978 be sure lead base paint disclosure is signed (Info on Tax ID sheet)
4. ____ Transaction broker disclosure signed and dated (page 5 of 6)
5. ____ Check for Owner's signature (contract must be signed to be valid) and that date is today's or already passed. Check expiration date. (page 6 of 6)
6. ____ Check that the following items are filled in on first page of agreement:

PRICE: _____ EXPIRATION DATE: _____
7. ____ Check page 4 of agreement under Assoc. Addendum (s) attached if either is checked YES in the MLS sheet under "spec" should say "disclosure"
8. ____ Check for **no less than 2.5%** on MLS (page 2)
9. ____ Check for any special clauses (page 6)
10. ____ Add to Showing Desk
11. ____ Put in V. P. of Sales inbox for signing
12. ____ Add to MEMO, print listing from MEMO and Place in folder
14. ____ Make signed copy of Listing Agreement to mail to owner with Thank You letter and Useful Information Guide