



TEXAS ASSOCIATION OF REALTORS®

RESIDENTIAL LISTING CHECKLIST

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CONCERNING THE PROPERTY AT _____

Agent's Name: _____ Date: _____

Table with 4 columns: Forms, Y, NA, Notes or Comments. Rows include: Has the seller signed all applicable forms?, Listing Agreement, Information about Brokerage Services (TAR 2501), Seller's Disclosure Notice, MLS Profile Sheet, Lead-Based Paint Addendum (TAR 1906), MUD or Water District Notice, Request for Info. from an Owner's Assoc. (TAR 1405), Request for Mortgage Information (TAR 1413), Information about On-Site Sewer Facility (TAR 1407), Info. about Special Flood Hazard Areas (TAR 1414), Condominium Addendum (TAR 1401), Keybox Authorization by Tenant (TAR 1411), Seller's Author. to Release & Advertise Info. (TAR 1412), Showing Service Information, Seller's Net Proceeds Sheet, List any other applicable forms below:

Table with 4 columns: Information from Seller, Y, NA, Notes or Comments. Rows include: Has the agent obtained the following from the Seller?, Survey, Seller's Affidavit Regarding Existing Survey (TAR 1907), Prior Inspection Reports, Mortgage Statement showing balance and payment, Tax Statement, Copies of any leases, Copies of any transferable warranties, List other applicable information below:

Residential Listing Checklist concerning _____

Items for Listing Agent to Complete	Y	NA	Notes or Comments
Has a CMA been completed & delivered to the seller?			
Is a copy of the CMA in the file?			
Has the agent provided the seller with copies of the listing forms and other documents signed by the seller?			
Has the agent asked the seller if there are any issues related to the seller's ability to convey the property (divorce, joint ownership, estate ownership, etc.)? If so, comment.			
Has the agent obtained an accurate legal description? Identify source: _____			
Identify source of square footage: <input type="checkbox"/> appraisal district <input type="checkbox"/> builder plans <input type="checkbox"/> appraisal report dated: _____			
Has a sign been placed on the property?			
Has a brochure box been placed on the property?			
Have brochures or flyers been made and placed in the box or inside the property?			
Have copies of applicable information (seller's disclosure notice, survey, lead-paint addendum, floor plans) been uploaded into MLS, placed in the property, or otherwise made available to prospects and other agents?			
Has a lockbox with keys been placed on the property?			
Are there any special showing instructions? If yes, describe.			
Has the appropriate authorization form been sent into any applicable showing service?			
Is MLS profile sheet complete & signed or initialed by seller?			
Have photos & virtual tours (interior & exterior) been taken?			
Has the listing been uploaded into MLS?			
Have photos & virtual tours been uploaded into MLS?			
Is a copy of the MLS printout in the file?			
Is a copy of the appraisal district information in the file?			
Does the seller need a referral to a broker in another city?			
If yes, has the referral been made (identify in comments)?			
Will the seller offer a residential service contract?			
If not, is a waiver signed?			
If property is or will be vacant, has the agent addressed with seller: utilities, maintenance, insurance, & inspections?			
Has request for info. from an owners' assoc. been sent?			
Has it been received?			
Has the request for the mortgage information been sent?			
Has it been obtained from the mortgage company?			
<i>List other applicable items:</i>			