

LISTING CHECKLIST - RESIDENTIAL (1-4 UNITS)

Listing Agent:
 Property Address:
 County:

Yr Built: _____ Sale #: _____
 City: _____
 Subdivision: _____

	Required	Seller Receipt / Signature	Document In File	
Check any that apply				
<input type="checkbox"/> Probate ("P") <input type="checkbox"/> Short Sale ("S")				
<input type="checkbox"/> Trust ("T/T**") <input type="checkbox"/> Notice of Default Transaction ("N")**				
<input type="checkbox"/> REO ("R") <input type="checkbox"/> New Construction ("C")***				
AGENCY/CONTRACT DOCUMENTS				
Agency Disclosure-Listing Agent & Seller				Signed prior to Listing Agreement or need Affidavit of Attempted Delivery
Consent for Broker Representing More Than One Principal				Signed by Coldwell Banker's client only
Listing Agreement				CAR SSL
Short Sale Listing Addendum (if S)				<input type="checkbox"/> Property Profile <input type="checkbox"/> RealQuest <input type="checkbox"/> Other
Evidence of owners of record				<input type="checkbox"/> Trust if T <input type="checkbox"/> Court Approval if P <input type="checkbox"/> Recordable Power of Attorney
Document evidencing authority to act				Preferably approved by seller
CMA/Comparables				<input type="checkbox"/> CAR SEL <input type="checkbox"/> BAREIS Form 7/17/09 <input type="checkbox"/> Other
MLS Data Sheet / Profile Sheet				
MLS Printout				
VOW Opt-in/Opt-Out Authorization - Exclude from MLS				
Change forms for price & status changes				
Listing Agreement Extensions / Addenda 1 2 3				
Copy of Advertising / Flyer				
Sign Authorization <input type="checkbox"/> Waiver				<input type="checkbox"/> Listing Agreement <input type="checkbox"/> Other
Lockbox Authorization <input type="checkbox"/> Waiver				<input type="checkbox"/> Listing Agreement <input type="checkbox"/> Other
Cash for Keys Agreement				<input type="checkbox"/> CAR CFK <input type="checkbox"/> Other Not to be used in rent control areas
Seller's / Tenant's Duty to Protect Personal Property Disclosure				Required if Seller requests visitors remove their shoes or use shoe covers
"Shoes Off" / Bootie Advisory				Order report package even if seller is exempt
NHDS Report Order Form				Copy of Seller's written request to HOA (actual HOA docs for transaction file).
Request for Homeowner's Assoc. Documents (req. if common interest development)				Revised 5/09. Signed by Coldwell Banker's client only. No exceptions.
ADDITIONAL DOCUMENTS SIGNED UP FRONT				
CB Affiliated Business Arrangement Disclosure				No exceptions
Coldwell Banker Disclosure Obligations				<input type="checkbox"/> CAR <input type="checkbox"/> Coldwell Banker <input type="checkbox"/> MAR <input type="checkbox"/> NorBAR <input type="checkbox"/> BAR
Market Conditions Advisory				No exceptions
CAR Statewide Buyer and Seller Advisory				CB form. Revised 9/3/08. No exceptions.
Notice of Taxpayer ID Number Requirement				
FIRPTA (Do not include in any up front disclosure packet)				<input type="checkbox"/> CAR AS 11/06 (with SS#) <input type="checkbox"/> CAR QS 4/09 No exceptions.
Local Area Disclosures - SEE ATTACHED LIST				<input type="checkbox"/> Applicable <input type="checkbox"/> Not Applicable
Inspection Information & Recommended Professionals				CB form
Seller's Designation of Inspections				
CB REO Disclosure				Need proof of delivery to seller of REO Property
CAR REO Advisory				Need proof of delivery to seller of REO Property
CAR Trust Advisory				CAR TA. Required if seller is any kind of Trust.
CAR Probate Advisory				CAR PAK req. if property is in Probate, Conservatorship or Guardianship
CB Auction Disclosure				Need proof of delivery to seller of Auction Property
ADDITIONAL DOCUMENTS DURING THE LISTING PERIOD				
Seller's Net Sheet				
Copy of any up front disclosure package being distributed				
All rejected offers with the rejection indicated on offer				
Trust Fund Accounting Form				Required if Coldwell Banker takes custody of a check
DOCUMENTS AT TERMINATION OF LISTING				
Cancellation/Termination Agreement				
List of Buyers Procured During Listing Period				<input type="checkbox"/> CAR NPB <input type="checkbox"/> Other

T* Exception to trust exemption if all 4 of the following are true: A natural person; who is the sole trustee; of a revocable trust; who has either lived in the property or owned the property under their own name within one year of the date of sale.
 N** Use of NODPA is required if all 4 of the following are true: Residential property of 1-4 units; notice of default filed; owner occupied; buyer does not intend to occupy.
 C*** if new construction remember: SB800 must be disclosed, a determination must be made as to whether or not a public report is required by the DRE, standard CAR RPA and PRDS purchase contract forms cannot be used and a written warranty is necessary.
 Manager Review: _____ Date: _____