



# LISTING CHECKLIST

This form to be completed and kept on file for all MLS listings

ADDRESS: \_\_\_\_\_ MLS # \_\_\_\_\_

	CMA of area properties completed and explained to client
	Listing Agreement completed and signed by you and the client
	Listing Data Sheet completed
	Sellers Disclosure completed by seller
	Copy of Survey, Floorplans or other documents (if available)
	At least 12 photographs taken and virtual tour pics
	Lock Box installed (record lock box serial # on file)
	Yard Sign installed
	Listing Flyers completed
	Talking House installed (if necessary)
	Seller's Disclosure scanned into .PDF format for MLS
	Survey (if available) scanned into .PDF format for MLS
	Photos downloaded and resized to 150K or smaller for MLS
	MLS listing created on HAR.com TEMPO using Listing Data Sheet
	Uploaded all photos, .PDF files, virtual tours etc. to MLS
	Created listing flyers for property and made copies of Seller's Disclosure
	Entered all listing data and contact information on Centralized Showing Website
	Emailed Dave Turnquist a .PDF copy of the listing agreement and MLS sheet
	Emailed Dave Turnquist a .PDF copy of the Seller's Disclosure and Addenda
	Turned a signed copy of this form in to Dave Turnquist with all boxes checked

AGENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_