

Your REALTY Office™
Green Sheet -**Listings** File Check List –

Property Address: _____

City: _____ Zip code: _____

Sales or List Price: _____ Contract Date: _____

Owners FULL name: _____

Listing Agent: _____ Agent Phone: _____

**Required Items with any
NEW LISTING**

- New Listing – MLS# _____
- Expiration Date: _____
- MLS Printout
- Lock Box Authorization
- ER Agreement
- Profile Sheets
- Agency
- Dual Agency
- Seller's Advisory Receipt
- SPUDS
- Market Condition Advisory

Other Disclosures (include if required)

- Buyer Broker Agreement
- Vacant Land Addendum
- Septic Certification
- CLA
- HOA/CCR Receipt
- Pool Disclosure
- Lead Based Paint
- Short Sale Addendum
- "AS IS" Addendum
- Change form(if price, term etc changes)
- Other _____
- Other _____

Date entered into computers _____ Initial _____
