

Your REALTY Office TM
Green Sheet – **Listings for a LEASE** 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 LEASE LISTING**

- New Listing – MLS# _____
- Expiration Date: _____
- MLS Printout
- Agency
- Dual Agency
- ER Agreement
- Lock Box Authorization
- Profile Sheets
- Lock Box Authorization
- Addendums (check what used)
- Disclosures (check what used)

Other Disclosures (include if required)

- CLA
- HOA/CCR Receipt
- Pool Disclosure
- “AS IS” Addendum
- Change form (if price, term etc changes)
- Other _____
- Other _____
- Other _____
- Other _____

Date entered into computers _____ Initial _____
