

# Better Properties



www.betterpropertieswashington.com

## LISTING CHECKLIST

MLS#  SELLER (LAST):  LISTING EXPIRES

PROPERTY ADDRESS:

LISTING AGENT(S)  CELL#

	AGENT INITIALS	ADMIN INITIALS
<input type="checkbox"/> LISTING AGREEMENT & LISTING INPUT SHEET	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> MLS PRINT OUT OF LISTING	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> SELLERS DISCLOSURE STATEMENT (FORM 17 OR 17C)	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> LEAD BASE PAINT DISCLOSURE (FORM 22J FOR 1978 OR EARLIER)	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> UTILITIES ADDENDUM (FORM 22K)	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> THE LAW OF AGENCY ACKNOWLEDGMENT FORM	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> LEGAL DESCRIPTION (COPY OF LAST RECORDED DEED INITIALED AND DATED BY SELLER)	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> PRELIMINARY TITLE ORDERED FROM: <input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> SELLER'S HOME WARRENTY ADDENDUM (IF APPLICABLE)	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> DOCUMENTS UPLOADED TO MLS: FORM 17 <input type="checkbox"/> LEGAL <input type="checkbox"/> 22K <input type="checkbox"/> 22J <input type="checkbox"/> OTHER <input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> PHOTO'S UPLOADED TO MLS (WITHIN 24 HOURS)	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> AUTOMATIC EXTENTION 22REGZ	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> OTHER ADDENDA: <input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> KEYBOX PLACED ON HOME DATE: <input type="text"/> SIGN INSTALLED DATE: <input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> SIGN POST ORDERED DATE: <input type="text"/> FROM: <input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> BROKER'S OPEN SCHEDULED DATE: <input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> PROVIDED COMPLETE COPY OF PACKAGE TO SELLER	<input type="text"/>	<input type="text"/>

**PLACE LISTING PAPERWORK ALONG WITH IT'S COVER SHEET IN THE INBOX ON GREG'S DESK**