

LISTING COVER SHEET



MLS # R **PROPERTY ADDRESS**
CITY / TOWN
ZIP

LISTING INFORMATION

LISTING AGENT:

CO-LISTER:

AGENT COMMISSION AGREEMENT?

Y

N

SELLER NAME:

MAILING ADDRESS (check here if same as listing ☐):

SELLER 2 NAME (if applicable):

SELLER 2 MAILING ADDRESS (check here if same as listing ☐):

LISTING LETTERS AND/OR COPY OF PAPERWORK NEEDED

	LETTER	SALUTATION (Dear _____)	COPY OF PAPERWORK
SELLER			
SELLER 2			
YOU			

AGENT CHECKLISTS

Exclusive Right to Sell	submitted to office	N/A
MLS Data Sheet	submitted to office	N/A
Property Condition Disclosure	submitted to office	N/A
Lead Disclosure	submitted to office	N/A
Agency Disclosure	submitted to office	N/A
Agricultural Form	submitted to office	N/A
Printout - Realtor Full	submitted to office	N/A

ADDITIONAL ITEMS

Pictures Taken
Office Tour
Enter into MLS System
Upload Pictures - MLS
Scan & Upload PCD, AD, LD

Sign Install: pickeringssignservice OR fax: 888-980-1037

Brochure / Social Media (FB, web, etc.): sheila.burns.creative@gmail.com or TEXT 585-613-6319