



Completed Listing Agreement (ER form) must be turned in to Corporate within 48 HRS

Agents Listing Checklist

Address: _____ City: _____ Zip: _____ Seller: _____

Agent: _____ Date: _____

- Forms Required:
- Agent/Client Checklist initialed by Seller
- CLUE-Insurance Claims History Receipt
- Contract Reminder List initialed by Seller
- Current Market Analysis (CMA)
- Domestic Water Well Water Use Addendum
- FSBO Fee Agreement
- Maricopa County Tax Assessor's printout
- MLS printout
- Open House Notice, (if holding an open house)
- Pool Safety Notice initialed
- Seller Advisory initialed by Seller

- Forms Required:
- Sellers Consent To Obtain and Disclose CLUE
- Seller's Cost Estimate Sheet
- Surprise Noise Contour Map
- Tenant Authorization Lockbox Form
- WQARF MAP - Active Remedial Project Map
- Add square footage to MLS
- Add lot # to MLS
- Add sellers phone # to MLS
- Add legal description to MLS
- Change variable commission in MLS to _____

Line 6b, must be completed with a % or \$ amount.

Forms are required to be turned into Corporate if they are used in the transaction, or are applicable to the transaction.

Notes to Broker:

Four horizontal lines for notes to broker.