



NEW LISTING CHECKLIST



PROPERTY ADDRESS: _____

LISTING AGENT: _____ LIST PRICE: _____

Commission Rate: _____ % SBr: _____ % BBr: _____ %

Items to Hand in with Your Listing

Xcelerate

- _____ Exclusive Right to Sell Real Property Listing Contract LF1951
- _____ Affiliated Business Arrangement Disclosure LF172
- _____ Consumer Notice LF1785
- _____ Seller's Property Disclosure Statement (required by PA Law) LF641
- _____ Lead Based Paint Warning Statement if house was built prior to 1978 LF614
- _____ Social Security Number Authorization LF645
- _____ Explanation of our Fee Structure LF587A
- _____ Sellers Authorizations & Acceptance LF1984
- _____ *Seller Home Warranty Disclosure LF319
- _____ Sellers Estimated Costs (calculated on the List Price) LF692
- _____ Domestic Relations Notice to SELLER LF725S
- _____ Seller/Owner Internet Options Form LF582
- _____ Authority to Disclose the Existence of Offers LF1585
- _____ Lockbox Authorization LF120
- _____ Enter your Showing Instructions into Showing Time Lockbox Code _____
- _____ Trend MLS Sheet & Public Records (if available) MLS# _____

Is this Relocation? Yes No

Is there a Referral on this Listing? Yes No

_____ % to Referring Agent: _____

Referring Office: _____

Special Notes/Additional Information: _____

**If there is a Home Warranty include the completed Home Warranty Application noting type of coverage*