

**Listing Checklist and Submission Form**

The following items must be completed to get you listed without delays. **Initial each line as you complete**.

1. The **Listing Agreement** must be read, completed fully, and signed. Make sure you indicate the commission to be offered to the buyer's agent. This amount is a percentage of the contract purchase price. It cannot be zero, TBD, or a range. It has to be a number.

2. The **MLS Input Form**. All REQUIRED items must be completed, except agent section questions. Skip things like Area, VOW Include, List agent ID. We will fill that in.   
\*\*\* Commonly missed items are: Tax parcel ID numbers (can be found on your tax bill), Schools (can be found by calling your school board), Square footage, and room dimensions. These can be measured with a tape measure. Lastly, in the checkbox section please do not make your own boxes as we can't add them.

3. **Remarks or the written description** for your home needs to be emailed in the body of an email or as a word document. Your MLS input form will indicate how many CHARACTERS you are allowed.

4. **Directions** need to be emailed in the body of an email or as a word document. Your MLS input form will indicate how many CHARACTERS you are allowed.

5. **Seller's Disclosure** needs to be completed fully for all homes (not need for land).

6. **Lead Based Paint Disclosure** only needs to be completed if your home was built IN or PRIOR to 1978. You must INITIAL both lines A and B and mark a check in the box that applies and sign at the bottom.

7. **PHOTOS**: If you want your photos in a specific order you need to rename the pictures to 1,2,3, etc. This can be done by right clicking on the photo, select rename, and type 1, 2, 3....

Please upload them to the Drop Box link below, and I will get them.

8. **PHOTOS Verification Form**: Please fill out the Verification of Photo Ownership form. DO NOT SUBMIT PHOTOS YOU DID NOT TAKE OR HAVE WRITTEN PERMISSION TO USE.

9. **Agency Disclosure** **Form**: State law requires that we present you a copy of the brochure for your records. This is not a contract but merely stating you have been given it to read over. Please look over and sign it and return to us, the signed form.

**You can Drop Box your photos using the link** [**here**](https://www.dropbox.com/scl/fo/7mikvxri3drpf8yagtu0i/AIBwhZWAeaTm1cj33gcNctc?rlkey=ksi47mip3bb3mastk5xluj0db&st=ytadsgxn&dl=0)**.**