

LISTING FILE CHECKLIST

Files must be complete and contain original documents, No paychecks will be issued for incomplete files, No exceptions.

Property Address _____ MLS # (If applicable) _____

Listing agent's name _____ phone # _____

Seller's Name _____ phone # _____

Date listed property _____ **Date listing expires** _____

Other agent involved (if sold) _____ office name & phone# _____

Sold date or withdrawn _____

The following documents are required in the listing file within 48 hours after signing the listing agreement pursuant to NRS.

- ___1.) Listing Agreement (exclusive right to sell) signed by all owners, agent(s), and Broker
- ___2.) Tax Star (confirming ownership)
- ___3.) Duties Owed & Confirmation (signed by sellers)
- ___4.) Consent to Act (signed by sellers, agreement to possible dual agency)
- ___5.) MLS printout (showing ER status)
- ___6.) Net sheet/Settlement statement (Analysis at list price, signed by sellers)
- ___7.) Common Interest Properties Addendum to listing (homeowner's association info-if applicable)

The following documents are required when the listing is sold.

- ___1.) Purchase agreement will all counter offers and addendums signed by all parties
- ___2.) Copy of earnest money
- ___3.) Duties Owed & Confirmation (signed by all parties)
- ___4.) Consent to Act (signed by all parties, IF dual agency applies)
- ___5.) MLS printout (showing P & S status)
- ___6.) Net sheet/Settlement statement (Analysis at contract price, signed by sellers)
- ___7.) Sellers Real Property Disclosure (signed by all parties)
- ___8.) Escrow Instructions
- ___9.) Preliminary title report
- ___10.) Common Interest Communities Disclosure (addendum to purchase-NRS 116)
- ___11.) Other Homeowner's Association Documents
- ___12.) Lead based paint disclosure (If applicable, pre-1978)
- ___13.) Change Orders (price change, extensions, etc.)
- ___14.) Mold disclosure and other disclosures
- ___15.) Communication Log/Correspondence
- ___16.) Walk-Through
- ___17.) Any rental agreements prior to close (if applicable)
- ___18.) Any other documents, appraisals or disclosure that may be necessary to provide a complete report for a comprehensive review of the transaction.

Agents: Protect yourselves; always keep accurate and thorough records just in case you need to review any of your past transaction. Your case is only as good as your records.