



## Seller-side Checklist

Agent(s): \_\_\_\_\_ Seller: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
List Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

### Required Listing & Sale Documents:

complete in the

(w)here, Inc file

Transaction Memo	_____	_____
Authorization to Exclude from RMLS	_____	_____
Complete Listing signed by <u>all</u> Sellers & Agent	_____	_____
RMLS required fields completed	BAC % ____ SAC % ____	_____
TRIO: Tax printout, Deed & Plat	_____	_____
MLS printout & Flyer, initialed by Seller(s)	_____	_____
CMA <u>summary page only</u>	_____	_____
Opinion of Value	_____	_____
Complete Sale Agreement signed by <u>all</u> parties	_____	_____
Promissory Note/Check	_____	_____
Receipt of Deposit	_____	_____

### Required Disclosures & Notices:

Dear Client Engagement Letter	_____	_____
OREA Agency Disclosure Pamphlet	_____	_____
Disclosed Limited Agency Agreement (Seller)	_____	_____
Seller's Property Disclosure Statement	_____	_____
Exterior Siding/Stucco/EIFS Disclosure	_____	_____
Lead-based Paint Notice to Seller	_____	_____
Lead-based Paint Disclosure Addendum	_____	_____
Smoke Alarm & Carbon Monoxide Notice	_____	_____
Important Info re Water Intrusion & Mold	_____	_____
Home Warranty - Acceptance or Rejection	_____	_____
Extras List (Utilities, etc.)	_____	_____
Additional Property Disclosure Addendum (if applicable)	_____	_____
Follow-up Showings/Emails	_____	_____

**Pre-Market:**

Room Measuring	_____	_____
For Sale Sign	_____	_____
Cleaning	_____	_____
Updating	_____	_____
Staging	_____	_____
Photos	_____	_____
Flyer	_____	_____
Keys Made	_____	_____
Check DEQ Records	_____	_____
Decommissioned	_____	_____
Certified	_____	_____
All Permits Final Inspection Approved	_____	_____

Agent Completing Form \_\_\_\_\_ Principal Broker/Date \_\_\_\_\_