

# Listing Agreement Checklist

☐ Previously Listed    ☐ Never Listed    ☐ Needs Measurements    ☐ Ask For Blueprints

☐ Occupied    ☐ Vacant    ☐ Rented    Terms: \_\_\_\_\_

**Keys:** ☐ Yes    ☐ No    ☐ Pickup    ☐ Mailed    ☐ Owner Provide Access    ☐ Ask Seller    ☐ Last Agent

**Pictures:** Date \_\_\_\_\_ ☐ Regular ☐ Professional ☐ Drone ☐ Video ☐ 3D ☐ Twilight ☐ Coming Soon

**Lockbox::** ☐ Yes    ☐ No    **Location:** \_\_\_\_\_

**Flyer Box:** ☐ Yes    ☐ No    **Open House:** ☐ Yes    ☐ No

**Sign:** Install \_\_\_\_\_ ☐ Large    ☐ Medium    ☐ Small    ☐ Not Sure    ☐ No Sign    ☐ Second \_\_\_\_\_

**Type of Lead:** \_\_\_\_\_ **Office:** ☐ Marina Park    ☐ North Port    ☐ Placida

**Referral:** ☐ Yes    ☐ No    **Rate:** \_\_\_\_\_ **Agent:** \_\_\_\_\_

**Title Company Preference:** \_\_\_\_\_

## Email / Bring Seller:

☐ Seller's Disc.    ☐ FAQ    ☐ Survey    ☐ Eleva. Cert    ☐ Wind Mit.    ☐ 4-Point

☐ Lead Paint    ☐ HOA Disc.    ☐ HOA Docs    ☐ Other \_\_\_\_\_

## Pickup From Seller:

☐ Seller's Disc.    ☐ FAQ    ☐ Survey    ☐ Eleva. Cert    ☐ Wind Mit.    ☐ 4-Point

☐ Lead Paint    ☐ HOA Disc.    ☐ HOA Docs    ☐ Other \_\_\_\_\_

## Ask Seller For:

☐ Seller's Disc.    ☐ FAQ    ☐ Survey    ☐ Eleva. Cert    ☐ Wind Mit.    ☐ 4-Point

☐ Lead Paint    ☐ HOA Disc.    ☐ HOA Docs    ☐ Other \_\_\_\_\_

**Suggested Price:** \_\_\_\_\_ **Seller Requested:** \_\_\_\_\_ **Date to Have Closed By:** \_\_\_\_\_

**Reason for Selling:** \_\_\_\_\_

**Need Agent for Home:** \_\_\_\_\_ **Need Agent Referral:** \_\_\_\_\_

**Has Other Properties Locally:** \_\_\_\_\_

# Listing Agreement Checklist

**Seller Name:**

**Phone:**

**Email:**

**Birthday:**

**Facebook:**

**Communicate Via:** ☐ Call ☐ Email ☐ Text ☐ Ask

**Give Feedback:** ☐ Yes ☐ No

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**Seller Name:**

**Phone:**

**Email:**

**Birthday:**

**Facebook:**

**Communicate Via:** ☐ Call ☐ Email ☐ Text ☐ Ask

**Give Feedback:** ☐ Yes ☐ No

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**Notes:**