

# KELLER WILLIAMS LISTING FILE CHECKLIST

PROPERTY ADDRESS \_\_\_\_\_

AGENT \_\_\_\_\_

ITEM	NOTES	DATE IN FILE
MLS PRINTOUT		
TAX STAR PRINTOUT		
DUTIES OWED		
LISTING AGREEMENT		
SELLER OPTS OUT ADDENDUM		
LISTING ADDENDUM (If applicable)		
MLS DATA INPUT SHEET		
SRPD (complete - no blanks)		
LEAD BASE PAINT (If applicable-prior 1978)		
RESIDENTIAL DISCLOSURE GUIDE		
HOMEOWNERS INSURANCE DISC		
AFFILIATED BUSINESS DISC		
CIC-LISTING ADDENDUM		
SELLERS COST SHEET		
HOME WARRANTY PLAN		
CMA/PROPERTY PROFILE		
REQUEST FOR LOAN INFORMATION		
10K ADDENDUM		
ADDITIONAL NOTES:		