



PRE-LISTING CHECKLIST

Date: _____ Owner: _____

Address: _____

Prepared by: _____

- E=MC2 SELLER ASSESSMENT PRIOR TO APPOINTMENT (FORM B)
- TAX RECORD FOR PROPERTY
- PRINTED DEED FOR PROPERTY (COUNTY CLERK OF COURTS)
- NEIGHBORHOOD SUMMARY

PAPERWORK AND ADDENDUMS NEEDED:

- PRELIMINARY HUD
- LISTING AGREEMENT
- SELLERS DISCLOSURE
- HOA/CONDO/MUD ADDENDUM
- AUTHORIZATION TO RELEASE INFORMATION (FORM A)
- E=MC2 SELLER ASSESSMENT (FORM B)
- HOLD HARMLESS AGREEMENT (FORM C OR D)
- HOMEOWNER DOCUMENT CHECKLIST (FORM E)
- HOMEOWNER FINANCIAL WORKSHEET (FORM F)
- HOMEOWNER PROPERTY CHECKLIST (FORM G)
- LISTING AGREEMENT ADDENDUM (FORM H)
- LISTING PRICE WORKSHEET (FORM I)
- PHOTO LOG (FORM J)
- PRICE CHANGE LOG (FORM K)
- REPAIRS AND DAMAGE FORM (FORM L)
- SAMPLE CDPE CALENDAR (FORM M)
- SAMPLE HARDSHIP LETTER (FORM N)
- SELLER INTERVIEW QUESTIONS (FORM O)
- SHORT SALE DISCLOSURE (FORM P)

IF HUD HOME:

- APPLICATION TO PARTICIPATE (HUD 90036)
- HOMEOWNERSHIP COUNSELING FORM (HUD 90038)
- CMA
- CAMERA
- TRIPOD
- LOCKBOX
- SUPRA KEY
- BUSINESS CARDS
- PRESENTATION FOLDER
- 3 BLUE PENS
- CALCULATOR