



# LISTING CHECKLIST

**This form to be completed and kept on file for all MLS listings**

ADDRESS: \_\_\_\_\_ MLS # \_\_\_\_\_

	CMA of area properties completed and explained to client
	Tour of home & property with suggestions to seller (repairs, painting, storage)
	Listing Agreement completed and signed by you and the client
	MLS Listing Data Sheet completed
	List of Exclusions (if any)
	Any leases on the home? Tenants, Security Systems, Solar Panels, etc
	Seller's Additional Information Form (updates, floorplan, warranties, utilities)
	Sellers Disclosure Notice completed by seller
	Other Required Disclosures (LBP, MUD, HOA, Leases, etc)
	Copy of Survey, T-47 Affidavit (if available)
	At least 12 photographs taken (Virtual Tour if applicable)
	Lock Box installed with keys inside (record lock box serial # on file)
	Yard Sign installed
	Listing Flyers completed (or use a QR Code on the sign)
	Talking House or website or phone # with home information (if desired)
	All Disclosures uploaded into DOCS on MLS
	Survey & T-47 uploaded into DOCS on MLS (if available) and Dotloop
	Photos uploaded and arranged in order on MLS
	MLS listing ACTIVE and printout of MLS Agent Full sheet uploaded to Dotloop
	Proofread all information on MLS listing and had seller give approval
	Entered all listing data and contact information on ShowingTime or ShowingSmart
	Uploaded all signed documents into Dotloop & added the Broker
	If a LEASE Listing, verified that property meets Texas Property Code Requirements

AGENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

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(Updated January 2023)