

LISTING CHECKLIST

ESTABLISH SELLER'S AGENCY

Listing Packet

Exclusive Right to Sell Listing Agreement (UAR Form 8)
Wire Fraud Alert Disclosure (UAR Form 64)
Seller's Property Condition Disclosure (UAR Form 10)
Lead-Based Paint Disclosure & Acknowledgement if older than 1978 (Div of RE)
MLS Input Form
MLS "Agent Full Report" or "Private Report"
Preliminary Title Report (PR)
If Seller and LLC or Corp: Copy of Article of Incorporation
If Seller a Trust: Copy of the Trust
If Seller Divorced: Copy of Divorce Decree
If Seller Deceased: Copy of Death Certificate and Copy of Legal Representative Document

Possible Seller Exclusions

Property Photo Opt-Out (MLS)
* See your MLS policy for mandatory photo policy
MLS Listing Exclusion Form (MLS)

WHILE NEGOTIATING THE OFFER

Basic Offer Package Received From Buyer's Agent

Real Estate Purchase Contract REPC (Div of RE Form 1)
Addenda to the REPC (Div of RE Form 2)

YOU MAY POSSIBLY NEED

If Counter-Offer

Addenda to REPC (Div Form 2)

If Multiple Offers

Seller's Notice to Buyer of Multiple Offers (UAR Form 24)
Multiple Offer Disclosure (UAR Form 23)

If Back-up Offer

Secondary "Backup" Contract (UAR Form 18A)

If Seller Withdraws an Unaccepted Counter-Offer

Seller's Notice of Withdrawal of Counter-offer (UAR Form 52)

If Seller Remains in Property After Closing (<60 Days)

Short-term Lease-back Agreement (UAR Form 50)

If You Are Related to The Seller (or are the Seller)

Disclosure of Interest (UAR Form 18M)

If FHA or VA Financing

FHA/VA Addendum (UAR Form 14)

If Seller is Asked to Pay Closing Costs

Closing Costs Addendum (UAR Form 54)

If Seller Needs to Purchase Another Home

Subject to Seller Acquiring New Residence (UAR Form 18F)

If Buyer Has a Home to Sell

Option to keep property on the market "Time Clause" (UAR Form 18D)

If Buyer is Represented by Realtypath (any Realtypath Agent)

Limited Agency Consent Agreement (UAR Form 7)

If Personal Property Included In Sale

Personal Property Transfer Agreement (UAR 55C)

If Built Prior to 1978

Lead-Based Paint Disclosure & Acknowledgement (Div of RE)
Lead-Based Paint Addendum (Div of RE) Buyer Optional

If Seller is a Foreign Person

As noted on the Seller's Property Condition Disclosure
FIRPTA Addendum (UAR Form 18P)

WHILE UNDER CONTRACT

OTHER POSSIBLE ADDENDA / INCLUSIONS

Seller Disclosures (See REPC section. 7)

HOA CC&Rs, Budget, Minutes
Leases, Property Management Contracts

When Negotiating Due Diligence Items

Resolution of Due Diligence (UAR Form 60)

To Notify Back-up Buyer of Primary Offer Termination

Seller's Notice to Backup Buyer of Termination of Primary Contract (UAR Form 51)

At the End of the Transaction

Transaction Document Receipt (UAR Form 5A)

If Seller is Cancelling an Accepted Offer

Seller's Notice of Cancellation (UAR Form 49)

