

Listing Checklist and Submission Instructions

The following items must be completed to get you listed without delays. Initial each line as you complete.

_____ 1. The Listing Agreement must be read, completed fully, and signed. Make sure you indicate the commission to be offered to the buyer's agent. This amount is a percentage of the contract purchase price. It cannot be zero, TBD, or a range. It must be a number.

_____ 2. The MLS Input Form. All REQUIRED items must be completed except agent section questions. REQUIRED items are underlined and bolded on the MLS Input Sheet. Skip things like Area, VOW Include, List agent ID... We fill that in. Commonly missed items are Tax parcel id numbers (can be found on your tax bill), Schools (can be found by calling your school board), Square footage and room dimensions. These can be measured with a tape measure.

_____ 3. Remarks or the written description of your home needs to be emailed in the body of an email or as a word document. Your MLS input form will indicate how many CHARACTERS you are allowed.

_____ 4. Directions need to be emailed in the body of an email or as a word document. Your MLS input form will indicate how many CHARACTERS you are allowed.

_____ 5. Seller's Disclosure needs to be completed fully for all homes. Only the Homeowner Association disclosure is required for vacant land if located in a subdivision with an HOA.

_____ 6. Lead Based Paint Disclosure only needs to be completed if your home was built IN or PRIOR to 1978. You must INITIAL both lines A and B and mark a check in the box that applies and sign at the bottom.

_____ 7. Pictures: must be emailed as ATTACHMENTS (NOT in the body of an email) to information@cchomerealty.com in "small" format. We do NOT use photo sharing websites. If you want your photos in a specific order you need to rename the pictures to 1,2,3, etc. This can be done by right clicking on the photo, select rename, and type 1, 2, 3..... Please return this form when all have been completed and emailed to information@cchomerealty.com.