

D.C. LISTING CHECKLIST & PROCESSING SHEET
- NOVEMBER 2019

Property Address: _____

Special Lockbox arrangements? Combo? _____

Listing Agent _____

Referral? YES / NO. (*circle one*). If so, what percentage: _____?

Seller(s) Name: (capital letters)

Expiration Date: _____

You must supply updated originals of extensions to listing agreement as they occur.

Attach the following required forms.

Hand in to FRONT DESK

Required Forms for all Listings:

- _____ ORIGINAL: Exclusive Right to Sell Listing Contract (GCAAR #910)
- _____ ORIGINAL: Washington, DC Jurisdictional Disc. & Add. (GCAAR #1313)
- _____ ORIGINAL: CONSENT FOR DESIGNATED REPRESENTATION (GCAAR #1001)
- _____ COPY: SELLERS DISCLOSURE STATEMENT (GCAAR #919)
- _____ ORIGINAL: OFFICE DISCLOSURE (Office form)
- _____ ONE COPY: MRIS SHORT LISTING PRINTOUT for the case file

LEAD PAINT LAW (6 December 1996):

Was property built before 1978? YES / NO. If YES, attach

_____ COPY: LEAD PAINT FEDERAL DISCLOSURE (GCAAR #907)

Was property built before 1986? YES / NO. If YES, attach

_____ COPY: DC Lead Disclosure Form