

# **D.C. LISTING CHECKLIST & PROCESSING SHEET**

## **– NOVEMBER 2019**

**PropertyAddress:**\_\_\_\_\_

\_\_\_\_\_

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