

**MARYLAND LISTING CHECKLIST & PROCESSING SHEET – MARCH 2010**

Property Address: \_\_\_\_\_

Property is in: Montgomery Cty/Frederick Cty/Howard Cty/ D.C./Other  
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: Jurisdictional Addendum (GCAAR# 909)

\_\_\_\_ ORIGINAL: AGENCY DISCLOSURE (GCAAR #1003)

Dual Agency? Seller Agreed: YES / NO. If YES, attach

\_\_\_\_ ORIGINAL: CONSENT FOR DUAL AGENCY (GCAAR #1004)

\_\_\_\_ COPY: MARYLAND PROPERTY DISCLOSURE/DISCLAIMER (GCAAR #912)

\_\_\_\_ ORIGINAL: OFFICE DISCLOSURE (Office form)

\_\_\_\_ ONE COPY: MRIS SHORT LISTING PRINTOUT for the case file

REA DISCLOSURE - MONTGOMERY CNTY

\_\_\_\_ COPY: REA DISCLOSURE (GCAAR #900) Make available to Selling Agent at your listing.

LEAD PAINT LAW (6 December 1996):

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

\_\_\_\_ ORIGINAL: MARYLAND LEAD PAINT DISCLOSURE & NOTICE (GCAAR #908)

\_\_\_\_ COPY: LEAD PAINT FEDERAL DISCLOSURE (GCAAR #907)

Additional forms you may need to take listing:

Does Mandatory HOA exist? YES / NO If YES, get seller to fill out

- Disclosure and Transmittal of Documents Pursuant to MD HOA Act (GCAAR #904).

For Condominiums

- Unit Owners Statement (GCAAR #922) - Required to accompany condo documents when they are given to purchaser. Since seller rarely signs condo management company disclosure of information which accompanies the Resale Certificate, this ensures seller complies with the law.