

VIRGINIA LISTING CHECKLIST & PROCESSING
SHEET -JUNE 2009

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:

- _____ Listing Agreement: Exclusive Right to Sell (NVAR #K1336)
- _____ Addendum to Listing-Internet Advertising (#902)
- _____ DISCLOSURE OF BROKERAGE RELATIONSHIP (NVAR#K1207)
- Dual Agency? Seller Agreed: YES / NO. If YES, attach
- _____ DISCLOSURE OF USE OF DESIGNATED REPRESENTATIVES (NVAR #1206)
- _____ VIRGINIA RESIDENTIAL PROPERTY DISCLOSURE STATEMENT (NVAR# 1021)
- _____ OFFICE DISCLOSURE (Office form)
- _____ MRIS SHORT LISTING PRINTOUT for the case file

LEAD PAINT LAW (6 December 1996):

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

- _____ DISCLOSURE AND ACKNOWLEDGEMENT OF LEAD PAINT (NVAR# 1034)

Additional forms you may need to take listing:

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

- Purchaser's Acknowledgement of Receipt of Property Owners' Assoc. Packet (NVAR #K1126).

For Condominiums

- Purchaser's Acknowledgement of Receipt of Condo Disclosure (NVAR #1025)