

**VIRGINIA LISTING CHECKLIST & PROCESSING**  
**SHEET – SEPTEMBER 2012**

**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)
- \_\_\_\_\_ VIRGINIA RESIDENTIAL PROPERTY DISCLOSURE STATEMENT (NVAR# 1021)-Provide Seller with "Understanding Your Rights and Responsibilities Under The Virginia Residential Disclosure Act" (NVAR K-1346)
- \_\_\_\_\_ OFFICE DISCLOSURE (Office form)
- \_\_\_\_\_ MRIS SHORT LISTING PRINTOUT for the case file
- \_\_\_\_\_ Useful Information About Real Estate Transactions (NVAR K-1297)

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

- \_\_\_\_\_ Lead-Based Paint Federal Law & Regulation (NVAR 1036)

**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)

**Is this a Short Sale?**

**If yes, include "Short Sale Addendum to Exclusive Right to Sell Listing Agreement (NVAR K-1350)**

**Is the Buyer or Seller not Represented by an Agent?**

**If yes, include "Disclosure of Brokerage Relationship for Unrepresented Parties (NVAR K-1207)**