

MARYLAND LISTING CHECKLIST & PROCESSING SHEET –
SEPTEMBER 2012

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.**

____ COPY: **UTILITY COST & HISTORY USAGE FORM** (GCAAR #932) **Make available to Selling**

Agent at your listing-If required.

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

- **Condominium Resale Disclosure/Addendum** (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.