

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)