

A# \_\_\_\_\_  
 Owner (s) \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone # \_\_\_\_\_  
 Work # \_\_\_\_\_  
 Cell # \_\_\_\_\_

Showing Instructions:

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The Following Items Must Be Submitted For Brokers Approval:

- 1 SIGNED LISTING AGREEMENT
- 2 NET PROCEEDS SHEET (IN DUPLICATE) - (1) FOR SELLER (1) FOR FILE
- 3 2 SETS OF KEYS
- 4 1 WELL WRITTEN AD FOR OUR PRINT ADVERTISING
- 5 COPY OF THE PLAT MAP AND THE C.M.A
- 6 TRANSACTION BROKER NOTICE
- 7 ATR DATA FORM FOR ERA.COM

Checklist:

Date: \_\_\_\_\_

- 1 LISTING AGREEMENT .....
- 2 COMPETITIVE MARKET ANALYSIS .....
- 3 ERA REFERRAL FORM .....
- 4 CUSTOMER RELEASE FOR MORTGAGE INFORMATION .....
- 5 SELLER'S ESTIMATED COST & NET PROCEEDS SHEET .....
- 6 ORDER YARD SIGN .....
- 7 PHOTOS - EITHER DIGITAL DISK OR 35 mm .....
- 8 LISTING AD FORM .....
- 9 ERA COMMITMENT TO SERVICE .....
- 10 RESIDENTIAL PROFILE SHEET .....
- 11 OFFICE CARAVAN .....
- 12 PROPERTY DISCLOSURE STATEMENT .....
- 13 ORDER YOUR LOCK BOX FROM THE CALL COORDINATOR OR ASSOC. OFFICE

Note: A copy of the completed M.L.S profile sheet will be put in your message slot for your review.  
 Note: Any paperwork that is not needed for your new listing , paperclip it together in the back of the file to be recycled.

Progress Report:

Date	Remarks