



TEXAS ASSOCIATION OF REALTORS®

# RESIDENTIAL LISTING CHECKLIST

USE OF THIS FORM BY PERSONS WHO ARE NOT MEMBERS OF THE TEXAS ASSOCIATION OF REALTORS® IS NOT AUTHORIZED.  
©Texas Association of REALTORS®, Inc. 2005

CONCERNING THE PROPERTY AT \_\_\_\_\_

Agent's Name: Chitra Gupta Date: \_\_\_\_\_

Forms	Y	NA	Notes or Comments
Has the seller signed all applicable forms?			
Listing Agreement			
Information about Brokerage Services (TAR 2501)			
Seller's Disclosure Notice			
MLS Profile Sheet			
Lead-Based Paint Addendum (TAR 1906)			
MUD or Water District Notice			
Request for Info. from an Owner's Assoc. (TAR 1405)			
Request for Mortgage Information (TAR 1413)			
Information about On-Site Sewer Facility (TAR 1407)			
Info. about Special Flood Hazard Areas (TAR 1414)			
Condominium Addendum (TAR 1401)			
Keybox Authorization by Tenant (TAR 1411)			
Seller's Author. to Release & Advertise Info. (TAR 1412)			
Showing Service Information			
Seller's Net Proceeds Sheet			
<i>List any other applicable forms below:</i>			

Information from Seller	Y	NA	Notes or Comments
Has the agent obtained the following from the Seller?			
Survey			
Seller's Affidavit Regarding Existing Survey (TAR 1907)			
Prior Inspection Reports			
Mortgage Statement showing balance and payment			
Tax Statement			
Copies of any leases			
Copies of any transferable warranties			
<i>List other applicable information below:</i>			

Residential Listing Checklist concerning \_\_\_\_\_

Items for Listing Agent to Complete	Y	NA	Notes or Comments
Has a CMA been completed & delivered to the seller?			
Is a copy of the CMA in the file?			
Has the agent provided the seller with copies of the listing forms and other documents signed by the seller?			
Has the agent asked the seller if there are any issues related to the seller's ability to convey the property (divorce, joint ownership, estate ownership, etc.)? If so, comment.			
Has the agent obtained an accurate legal description? Identify source: _____			
Identify source of square footage: <input type="checkbox"/> appraisal district <input type="checkbox"/> builder plans <input type="checkbox"/> appraisal report dated: _____			
Has a sign been placed on the property?			
Has a brochure box been placed on the property?			
Have brochures or flyers been made and placed in the box or inside the property?			
Have copies of applicable information (seller's disclosure notice, survey, lead-paint addendum, floor plans) been uploaded into MLS, placed in the property, or otherwise made available to prospects and other agents?			
Has a lockbox with keys been placed on the property?			
Are there any special showing instructions? If yes, describe.			
Has the appropriate authorization form been sent into any applicable showing service?			
Is MLS profile sheet complete & signed or initialed by seller?			
Have photos & virtual tours (interior & exterior) been taken?			
Has the listing been uploaded into MLS?			
Have photos & virtual tours been uploaded into MLS?			
Is a copy of the MLS printout in the file?			
Is a copy of the appraisal district information in the file?			
Does the seller need a referral to a broker in another city?			
If yes, has the referral been made (identify in comments)?			
Will the seller offer a residential service contract?			
If not, is a waiver signed?			
If property is or will be vacant, has the agent addressed with seller: utilities, maintenance, insurance, & inspections?			
Has request for info. from an owners' assoc. been sent?			
Has it been received?			
Has the request for the mortgage information been sent?			
Has it been obtained from the mortgage company?			
<i>List other applicable items:</i>			