



LISTING SUBMISSION CHECKLIST

PROPERTY ADDRESS	_____	_____
COMMISSION CHARGED	_____ %	LOCKBOX _____
SELLER NAME(S)	_____	_____
SELLER PHONE(S)	_____	_____
LIST EFFECTIVE DATE	_____	EXPIRATION DATE _____

LISTING AGENT	_____
LISTING AGENT 2	_____

REQUIRED DOCUMENTS FOR SUBMISSION

- | | |
|---|---|
| <input type="checkbox"/> BILTMORE LISTING AGREEMENT
SIGNED BY ALL PARTIES WITH AN INTEREST IN PROPERTY | <input type="checkbox"/> COUNTY TAX RECORDS
FROM PCPAO.ORG |
| <input type="checkbox"/> MLS DATA ENTRY FORM
SIGNED BY ALL PARTIES WITH AN INTEREST IN PROPERTY | <input type="checkbox"/> SELLER PROPERTY DISCLOSURE
SIGNED BY ALL PARTIES WITH AN INTEREST IN PROPERTY |
| <input type="checkbox"/> WIRE FRAUD DISCLOSURE - SIGNED | <input type="checkbox"/> MLS EXCLUSION FORM
***IF APPLICABLE |
| <input type="checkbox"/> SELLER FIRPTA AFFIDAVIT
***IF APPLICABLE | <input type="checkbox"/> LBP DISCLOSURE - SIGNED
***ON PROPERTIES BUILT PRIOR TO 1978 |
| <input type="checkbox"/> SIGN POST INSTALL/REMOVE REQUEST
***IF APPLICABLE | <input type="checkbox"/> HOA ADDENDUM
***IF APPLICABLE |
| <input type="checkbox"/> CONDO ASSOCIATION RIDER
***IF APPLICABLE | |