

Listing Packet Checklist

****To help expedite payment of commissions, the documents listed below must be delivered to your broker or broker's assistant in order, via a single merged PDF packet, after funding & recording.****

Seller's Name(s): _____ **Contract ID:** _____

Property Address: _____

REQUIRED

- Commission Disbursement & Wire Instructions
**Complete the left-hand side of this as much as you can, add your email address in the Agent Email Field, and include it in your Listing Packet.
- Listing Packet Checklist
- Compliance Fee Form (If Applicable)
- Agency Disclosure Brochure Receipt
- RE-16 Seller Representation Agreement
- MLS Data Sheet (Residential, Land, or Commercial)
- Copy of MLS Listing
- Seller's Disclosure Confirmation
- Seller's Property Condition Disclosure (RE-25, 25A or 26)

Did you have any of these in your transaction?

- Lead Based Paint Disclosure
- Referral Agreement
- OpCity Referral Agreement
- 80/20 Commission Reduction Form
- Equity Agent Commission Share Agreement
- MLS Status Disclosure Form (For Coming Soon or Exclusive Listings)
- RE-12 Compensation Agreement with Seller
- RE-16A Broker Agreement Addendum
- RE-28 Broker's Intent to Offer Additional Services and/or Collect Compensation
- RE-31 General Contractor's Disclosure Statement Notice

****Must check any boxes above that apply to your transaction.**

