

RESIDENTIAL LISTING CHECKLIST

Listing Date _____

Property Address _____

Expiration Date _____

City _____ Zip Code _____

Agent #1 _____ Sale Type _____

Agent #2 _____ Year Blt _____

Seller	REQUIRED DOCUMENTS - LISTING
	MLS Sheet (Active) or Seller Instruction to Exclude Listing from the MLS
	Property Profile - Title Co Version
	Disclosure Regarding Real Estate Agency Relationships (AD-1)
	Possible Representation of More Than One Buyer or Seller (PRBS) - Signed By Seller
	Wire Fraud Advisory (WFA) - Signed By Seller
	Residential Listing Agreement (RLA)
	Sellers Advisory (SA)
	California Consumer Privacy Act Advisory (CCPA) – Signed by seller
	Listing Agreement Coronavirus Addendum or Amendment (RLA-CAA)
	Disclosure Information Advisory (DIA)
	Home Fire Hardening Disclosure and Advisory (HHDA)
	PEAD-S
	Affiliated Business Arrangement - Signed by Seller
	Photo Image Agreement - Required if You Hire a Photographer
	ADDITIONAL DOCUMENTS - IF APPLICABLE
	Representative Capacity Signature Addendum (RCSA) - For Trust, Probate, POA, Corp, LLC, etc.
	Tenant Estoppel Certificate (TEC)
	Advisory: Trust (TA): _____ Probate (PAK) _____ Short Sale (SSIA) _____ REO (REO) _____
	Additional Agent Acknowledgment (AAA)
	Additional Broker Acknowledgment (ABA)
	Additional Signature Addendum - For 3 or more buyers or sellers
	Cancelation of Listing (COL)
	Keysafe/Lockbox Addendum (KLA)
	Modification of Terms (MT)
	Cooperating Broker Compensation (CBC)