

## Checklist - Maryland LISTING

|   |                                    |                          |
|---|------------------------------------|--------------------------|
| <b>Related Party or Financial Interest? Yes ___ or No ___</b>           |                                    |                          |
| <b>Resale Contract</b> _____  | <b>Short Sale</b> _____            | <b>Foreclosure</b> _____ |
| <b>Date</b> _____   |                                    |                          |
| <b>Agent:</b> _____   |                                    |                          |
| <b>Property Address: Street</b> _____                                   |                                    |                          |
| <b>City</b> _____   | <b>State</b> _____                 | <b>Zip</b> _____         |
| <b>MLS #</b> _____  |                                    |                          |
| <b>Listing Price:</b> _____   | <b>Sales Price:</b> _____          |                          |
|   | <b>Date of Ratification:</b> _____ |                          |
|   | <b>Settlement Date:</b> _____      |                          |
| <b>Commission:</b> \$ _____   |                                    |                          |
| <b>Split/Referral to Other Agent (if applicable):</b> \$ _____ to _____ |                                    |                          |

**\*\*NO COMMISSIONS WILL BE PAID WITHOUT CONFIRMATION OF SIGN REMOVAL\*\***

**Settlement Co & Contact Info:** \_\_\_\_\_

**Required for Listings:**

- Bright MLS Required 'MLS Disclosures and Residential Seller/Landlord Options'
- Form 1003: Understanding Whom Real Estate Agents Represent
- Form 1004: Consent for Dual Agency
- RESPA Affiliated Business Disclosure Statement (*not in ZipForms; obtain form in office*)
- Form 910: Exclusive Right to Sell - Listing Agreement for Improved Real Property
- Form 909: Jurisdictional Addendum to Exclusive Right to Sell Improved Real Property
- Form 911: Inclusions/Exclusions
- Form 912: Property Disclosure/Disclaimer Statement
- Form 1342: Notice of Purchasers' Rights Under Residential Property Condition Disclosure Law
- Form 900: Government Regulations, Easements, and Assessments Disclosure & Addendum (REA)
- Form CMA: CMA Notice
- Copy of MRIS Listing and Public Tax Record
- Copy of Ratified Sales Contract, Addenda, and Copy of EMD (*provide upon ratification*)
- Home Warranty Application - *Accepted or Denied (circle one)*

**IF Applicable:**

- Form 301: Seller Paid Buyer Broker Compensation NOTICE
- Form 876: Seller Acknowledgement of Declined Options
- Form 932: Utility Cost and Usage History Form
- Form 907A: Federal Lead Base Paint Disclosure (Homes Built Prior to 1978)
- Form 908: Maryland Lead Paint Notice and Disclosure (Homes Built Prior to 1978)
- Form 914: Seller's Estimated Settlement Costs
- Form 922: Condominium Addendum **-OR-** Form 904: HOA Addendum
- Form 903: Change of Listing Status
- Form 1344: Home Inspection Notice and Inspection Report
- Form DOLS: Disclosure of Licensee Status - *required if related or financial interest*
- Form 1309: Post Settlement Occupancy Agreement
- Other: \_\_\_\_\_