



Listing & Under-contract Transaction Checklist for Sellers

Your Name _____
 Property Address _____
 City _____ Zip _____
 Year Built _____ - (N/A is NOT a year)
 Client's Name _____
 Client's e-mail _____

Please Note: If you are related to, or close friends of, your client...put it in the contract! You MUST act as the agent of your client. You CAN NOT be a transaction broker!

If you have any question on this please ask your managing broker. If you or another licensee is buying or selling that too must be disclosed in the contract.

You are required by law to keep a copy of this file in the office at all times. Turn in your files ASAP.

Please put your documents in the following order.

- _____ 1) File Folder with: Address, Seller's Name and Your Name on the tab
- _____ 2) Transaction checklist for Listing and Under-contract
- _____ 3) Definitions of Working Relationships
- _____ 4) Exclusive Right to Sell (Listing Agreement)
- _____ 5) CMA and/or Comparables used to List the property
- _____ 6) Seller's Property Disclosure
- _____ 7) Square Footage Disclosure
- _____ 8) Source of Water Disclosure
- _____ 9) Lead Based Paint Disclosure if applicable
(Lead Based Paint Disclosure is required for properties built before 1978)
- _____ 10) Sellers Obligation for Lead Based Paint
- _____ 11) Common Interest Community Checklist (if applicable)
- _____ 12) Closing Instructions
- _____ 13) O & E report from title company
- _____ 14) Copy of Property Records from Metrolist PDC
- _____ 15) Inspection reports if done prior to listing property.
- _____ 16) Home Warranty Company if applicable
- _____ 17) Copy of any power of attorney
- _____ 18) Sellers Net Sheet
- _____ 19) Make at least 5 copies of all disclosure forms
- leave them in your listing
&/or upload them to the Metrolist DocBox
- _____ 19) Printout of your Listing Submission to showing service

_____ 20) **Turn in to the office ASAP – This is a Real Estate Commission Requirement**
We charge a \$5 per day late fee for files turned in after 48 hours from MEC

Well & Septic- (only if applicable)
 (<http://water.state.co.us/DWRDocs/Forms>)
 _____ Listing Firm's Well Checklist
 _____ Get paperwork to transfer well into new buyer's name

Notes: To & From Your Broker

Under Contract Required Paperwork

- _____ 1) Copy of Earnest Money Check
- _____ 2) Signed & dated receipt for earnest money
- _____ 3) Signed Contract to Buy & Sell Real Estate
+ Short Sale Addendum, if applicable
- _____ 4) Sellers Property Disclosure - signed by all parties
- _____ 5) Lead Based Paint Disclosure - signed by all parties
- _____ 6) Square Footage Disclosure - signed by all parties
- _____ 7) Source of Water - signed by all parties
- _____ 8) Counter proposals-signed by all parties
- _____ 9) Closing Instructions-signed by all parties
- _____ 10) Copy of any Power of Attorney - if applicable
- _____ 11) Copy of Buyer's Financial Info - only if owner carry
- _____ 12) Send contract & related paperwork to lender, title company, lawyer etc.
- _____ 13) Printout of your Listing showing U/C at showing service
- _____ 14) Change of Status Form if applicable
- Use this when you switch from agent to transaction broker
- _____ 15) Get file & update this information in your file & **give to broker for review ASAP**
This is Required by the Colorado Real Estate Commission
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Notes: To & From Your Broker