

Date: \_\_\_\_\_ Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Prepared by: \_\_\_\_\_

- E=MC2 SELLER ASSESSMENT PRIOR TO APPOINTMENT (FORM B)
- COMPLETE SELLER INTERVIEW QUESTIONS (FORM O)
- COMPLETE ALL FORMS TO TAKE WITH YOU

- LISTING PRICE WORKSHEET (FORM I)
- LISTING AGREEMENT
- LISTING AGREEMENT ADDENDUM (FORM H)
- SELLERS DISCLOSURE
- SHORT SALE DISCLOSURE, IF NEEDED (FORM P)
- HOA/CONDO/MUD ADDENDUM, IF NEEDED
- AUTHORIZATION TO RELEASE INFORMATION (FORM A)
- FINANCIAL WORKSHEET (FORM F)
- HOLD HARMLESS (FORM D)
- REPAIR AND DAMAGE FORM (FORM L)

- COMPLETE FORMS TO LEAVE BEHIND

- HOMEOWNER DOCUMENT CHECKLIST (FORM E)
- HOMEOWNER PROPERTY CHECKLIST (FORM G)

- RECORD LOCKBOX SERIAL NUMBER/COMBO
- TAKE 16+ STILL PHOTOS, MARKETING (FORM J)
- TAKE 16+ STILL PHOTOS DAMAGE AND REPAIR (FORM J)
- TAKE AT LEAST 3 VIRTUAL TOUR AREAS
- LEAVE BUSINESS CARDS

**IF HUD HOME:**

- APPLICATION TO PARTICIPATE (HUD 90036)
- HOMEOWNERSHIP COUNSELING FORM (HUD 90038)