

Listing Follow-up Checklist

LISTING PROCEDURE

- Complete the following forms:
 - Consumer Information Statement (give to seller).
 - Consumer Information Statement Acknowledgement Form (seller signs for file)
 - Home Warranty Application. Obtain appropriate signatures if accepted, declined or undecided.
 - Property Profile Form (stays in file).
 - MLS Listing Agreement Form (file-white copy; owner-yellow copy; MLS-pink copy).
 - NJ Association of Realtors Dual Consent Form (sellers sign: file-white copy; seller-yellow copy).
 - Sellers Disclosure Statement Form (seller to complete and sign-stays in file). Date completed: _____.
 - Lead Paint Disclosure & Booklet (seller to sign; agent to initial).
- Obtain copy of Deed: _____; Survey: _____, Title Policy: _____ for attorney. Delivered? Y ___ N__.
- Put on key box: ___ Y ___ N ___ key box#, _____, "For Sale" Sign.
- Enter listing into the MLS system (if applicable).
- Announce the new listing and inform the Neighborhood
- Office Caravan Date: _____ Broker open house date: _____
- Open house Dates: _____, _____, _____, _____
- Send out Just Listed cards.
- Update Market analysis if not sold in 30 days.
- Update status in MLS: Expired: ___, Withdrawn: ___, Extension: ___ Pending: ___

SOLD LISTING PROCEDURE

- Obtain/Distribute Sales contract to all parties (seller's realtor, attorneys, office file). Include the forms listed above.
- Obtain Mortgage pre-approval letter: _____
- Follow-up on attorney review. Date completed _____.
- When attorney review is complete fill out Bible/Trust Sheet and send to accounting. Make copy for file, and give file to office administrator. Mark rolodex files accordingly and report to MLS.
- Make Seller aware of inspections: home, termite, radon, etc. Inspection Dates: _____, _____
- Touch base with buyer's agent after inspections. Let attorneys handle repair issues; obtain a copy of letters.
- Track that 2nd deposit is received when due. Date: _____
- If an appraisal is required, have 3 comps (sold and closed within the last 6 months) in file.
- If seller is handling "Certificate of Occupancy" and/or Fire & Carbon Monoxide inspections, schedule early due to backlogs. Date: _____ Completed: _____
 - If not, check with buyer's realtor that this is being done.

PRE-CLOSING

(1-week prior)

- Co-ordinate with seller who will call utilities for shutoffs.
- Fax commission bill and any reimbursements to buyer's attorney. If Home Warranty is to be paid by seller—make sure it's called in to buyer's attorney (they prepare the closing statement).
- Arrange release of escrow monies (if applicable).
- Make arrangements with buyer's agent for a walk-through.
- Closing Date: _____ Time: _____ Location: _____

CLOSING

- Take keys, commission bill, and home warranty invoice.
- Bring RESPA and Home Warranty check back to office ASAP.
- Collect commission
- Bring closing gift.

AFTER CLOSING

- Remove Sign and Lockbox.
- Remember to mail in check and application for Home Warranty.
- Report sales closing to MLS.
- Send "Thank you" note to seller and cooperating broker.
- Send out "Just Sold" postcards.