

New Listing Checklist

When the file is complete, give it to your manager for approval.

This form must be completed and stapled to inside of file in order for listing to be processed. Items with * must be completed before submitting file. Do not leave any items blank, if something doesn't apply, write N/A and give a reason. Make a copy of all paperwork for yourself.

Property Address: _____

Listing Agent: _____

- * Listing Folder (actual 8.5 x 11 folder with address visible)
 - * CIS Form signed by Seller
 - * Listing Agreement (signed by all parties on deed)
 - * Appointment Book Sheet (placed in appointment book at each office)
 - * 3 sets of keys to property (put on keyboard at each office)
 - * Key # _____ (Get from Kendall/Stephanie at Brighton office)
 - * Key in back file bin at all offices
 - * Seller Property Disclosure Statement given to seller to complete and send back within 10 days
 - Referral Info Sheet (only if a referral)
 - * Send e-mail to agents@foxocnj.com announcing new listing
 - * Sale sign installed
 - * MLS Profile Sheet (Be sure to fill in ALL required fields)
 - * E-mail photos of interior and exterior to Kendall (klbecher@foxocnj.com)
 - Rental Property Fox Other
 - Inventory List Sold Unfurnished
 - Comparative Market Analysis (or a note about how you established value)
 - Copy of Building Plans in each office (New Construction Only)
 - Printout of Tax Record
 - Lead Based Paint Disclosure Form (ALL properties built before 1978)
 - Income to Expense Analysis for any property that could do rentals
 - Disclosure for Planned Residential Development (new construction only)
 - * Property inspected with reasonable diligence to ascertain the accuracy of the **Completed Seller Property Disclosure Statement**. Sign Disclosure Statement where indicated and give to Tricia
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Helpful Information: condo docs, rental history, old survey & flood elevation cert, copy of deed, old title insurance policy.

Approved by Manager: _____ JD Approval: _____

Office Notice Of New Listing

Address: _____

Price: _____

Type: Single Condo Duplex Other

Location

<input type="checkbox"/> OC Major	<input type="checkbox"/> Bay Landings	<input type="checkbox"/> Gardens	<input type="checkbox"/> North End	<input type="checkbox"/> South End
<input type="checkbox"/> 18th -34th	<input type="checkbox"/> BW Area	<input type="checkbox"/> Gold Coast	<input type="checkbox"/> OC Homes	<input type="checkbox"/> Other
<input type="checkbox"/> Bay Area	<input type="checkbox"/> Central	<input type="checkbox"/> Merion Park	<input type="checkbox"/> Rivera	

Zoning:		Sq. Ft.
Lot Size:		Bedrooms:
Block:	Lot:	Baths:
Assessment:	Building:	Fireplace:
	Land:	Heat Type:
Taxes:	Year	AC:
New Construction:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Parking:
Completion Date:		Deck:
Plans in Office:		Furnished:
Current Leases:		Income:
Condo Fees:		Possession:
Listing Agent:		Commission:

Comments/Special Instructions/Details:
