

Checklist – Maryland LISTING

	Resale Contract _____	Short Sale _____	Foreclosure _____
Date	_____		
Agent:	_____		
Property Address: Street	_____		
	City _____	State _____	Zip _____
MLS #	_____		
Listing Price:	_____	Sales Price:	_____
		Date of Ratification:	_____
		Settlement Date:	_____
Commission:	\$ _____		
Split/Referral to Other Agent (if applicable):	\$ _____ to _____		

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

Settlement Co & Contact Info: _____

Mortgage Co & Contact Info: _____

Required for Listings:

- 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 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 900: Government Regulations, Easements, and Assessments Disclosure & Addendum (REA)
- Form 932: Utility Cost and Usage History Form
- Form 907A: Federal Lead Base Paint Disclosure (Homes Built Prior to 1978) -*Provided by Seller/Agent*
- Form 908: Maryland Lead Paint Notice and Disclosure (Homes Built Prior to 1978)
- Form 930: Short Sale Addendum to Listing Agreement
- Form 914: Seller’s Estimated Settlement Costs
- Form 922: Condominium Addendum **–OR–** Form 904: HOA Addendum
- Form 1324: Delivery Acknowledgment for Condo/Co-op/HOA Documents
- Form 903: Change of Listing Status
- Form 1344: Home Inspection Notice and Inspection Report
- Form DOLS: Disclosure of Licensee Status
- Form 1309: Post Settlement Occupancy Agreement

Other: _____

