



3303 E. Baseline Rd. Suite #108
 Gilbert, AZ 85234
 Phone: 480-545-5333 Fax: 480-844-2333

LISTING INFORMATION SHEET (Please Print)

Date Submitted by agent _____
 Date logged in by staff _____

Property Address: _____
Street City State Zip

Property Owner: _____ Phone: _____

Listing Agent: _____ Agent ID: _____ Office Code _____

MLS# _____ Year Built _____

Superfund Site: Yes No Is this an exclusive agency listing? Yes No
(Not in MLS)

	Broker Checklist		Agent Checklist	
	Yes	No	Yes	No
Listing Information Sheet (mandatory) <small>must be turned in within 5 days</small>	_____	_____	_____	_____
Plano (MLS Printout-mandatory if in MLS) <small>must be turned in within 5 days</small>	_____	_____	_____	_____
MLS Property Tax Report (mandatory) <small>must be turned in within 5 days</small>	_____	_____	_____	_____
Final HUD 1	_____	_____	_____	_____
ER Contract (mandatory for all listings) <small>Owner/Agent, Exclusives, etc must be turned in within 5 days</small>	_____	_____	_____	_____
MLS Class Profile (mandatory for listings in MLS) <small>must be turned in within 5 days</small>	_____	_____	_____	_____
Agency Disclosure (mandatory for your client) <small>must be turned in within 5 days</small>	_____	_____	_____	_____
Exclusive Right to Sell/Rent (mandatory for your client) <small>must be turned in within 5 days</small>	_____	_____	_____	_____
Lead Based Paint Disclosure (mandatory if built before 1978-photo copy only) <small>must be turned in within 10 days</small>	_____	_____	_____	_____
SPDS 6 pages (mandatory -photo copy only) <small>must be turned in within 10 days</small>	_____	_____	_____	_____
Loan Payoff Sheet or Net Sheet (mandatory) <small>must be turned in within 10 days</small>	_____	_____	_____	_____
Property Advertising Flyers etc. (if applicable) <small>must be turned in within 10 days</small>	_____	_____	_____	_____

\$50.00 late fee on ALL contracts/listings not submitted within 5 days for Broker review per ARS, 32-2151.01
 \$25.00 missing document fee assigned to files when missing documents have not been submitted prior to commission request.