



# dial Real Estate

## New Seller Listing Checklist

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**Client Name:**

**Address:**

**City:**

**Postal Code:**

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- Working with Realtor Form
- Listing agreement signed
- MLS data sheet signed
- IDENTIFICATION
- Job status
- Rental item discovery
- Exclusions
- Pets
- Existing contracts
- Taxes
- Maintenance fee if condo
- Locker #
- Parking #
- Update client profile
- Survey
- Key
- Lockbox yes or no
- Tenant phone numbers
- Alarm code
- Sign
- Web domain
- On market date \_\_\_\_\_
- Due date for offers:
- Appointment instructions:
- Friend the client on Facebook, Twitter, Instagram, LinkedIn, etc.