



New Listings Check List

Agent: _____
FMLS#: _____
Phone: _____

Listing Address: _____

Check List

- Listing Contract Signed by Seller(s) (turn in within 24 hours)**
- Signed Sellers Disclosure**
- Sellers Net Proceed Sheet (from FMLS forms)**
- Utilities Information Sheet**
- Initial Wood Infestation Report (if required)**
- Tax record Print Out**
- Loan payoff Request Signed by seller (SS# needed on form)**

Please email a copy of the above to broker@zellerman.com
use this form as your cover sheet