



## LISTING CHECKLIST

Owner(s): \_\_\_\_\_  
 Property Legal Address: \_\_\_\_\_  
 Property Street Address: \_\_\_\_\_  
 Owner *Mailing* Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phones: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_  
 (Mobile) \_\_\_\_\_ (Fax) \_\_\_\_\_  
 E-mail: \_\_\_\_\_

### Listing Expenses Information

Taxes @ \_\_\_\_% \$ \_\_\_\_\_ Tax Year \_\_\_\_\_

#### Insurance:

Flood: \$ \_\_\_\_\_

Vendor: \_\_\_\_\_

Homeowners: \$ \_\_\_\_\_

Vendor: \_\_\_\_\_

Wind/Hail: \$ \_\_\_\_\_

Vendor: \_\_\_\_\_

Electricity Monthly Average: \$ \_\_\_\_\_

Water & Sewer Monthly Avg: \$ \_\_\_\_\_

Cable Company Monthly Fee: \$ \_\_\_\_\_

Garbage Service Monthly Fee: \$ \_\_\_\_\_

Yard Service Monthly Average: \$ \_\_\_\_\_

Pool Service Monthly Average: \$ \_\_\_\_\_

Pest Control Service Monthly: \$ \_\_\_\_\_

Other: \_\_\_\_\_

POA FEE: \$ \_\_\_\_\_

Community Fee: \$ \_\_\_\_\_

Regime Fee: \$ \_\_\_\_\_

Assessments: \$ \_\_\_\_\_

Verified \_\_\_\_\_  
Date

Rental Company Fee \_\_\_\_% Approximate weeks rented/yr: \_\_\_\_ Gross Rental Income: \$ \_\_\_\_\_

#### **IMPORTANT NUMBERS:**

Attorney: \_\_\_\_\_ Ph \_\_\_\_\_ Fax \_\_\_\_\_

Regime Manager: \_\_\_\_\_ Ph \_\_\_\_\_ Fax \_\_\_\_\_

Rental Company: \_\_\_\_\_ Ph \_\_\_\_\_ Fax \_\_\_\_\_

Mortgage Company: \_\_\_\_\_ Ph \_\_\_\_\_ Fax \_\_\_\_\_

Pest Control Company: \_\_\_\_\_ Ph \_\_\_\_\_ Fax \_\_\_\_\_

MLS # \_\_\_\_\_ Lockbox # \_\_\_\_\_ Shackle # \_\_\_\_\_ keys provided \_\_\_\_\_

Date Listed: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Trash Company: \_\_\_\_\_ Ph \_\_\_\_\_ Fax \_\_\_\_\_

Pool Company: \_\_\_\_\_ Ph \_\_\_\_\_ Fax \_\_\_\_\_

Cable Company: \_\_\_\_\_ Ph \_\_\_\_\_ Fax \_\_\_\_\_

Other: \_\_\_\_\_ Ph \_\_\_\_\_ Fax \_\_\_\_\_

**Property Details:**

Roof: How old? \_\_\_\_\_

Heat/Air Conditioning units-how many? \_\_\_\_

How old? \_\_\_\_\_

Appliances-how old?

Range/oven(s): \_\_\_\_\_

Dishwasher(s): \_\_\_\_\_

Refrigerator/icemaker(s): \_\_\_\_\_

Washer: \_\_\_\_\_

Dryer: \_\_\_\_\_

Microwave: \_\_\_\_\_

Disposal(s): \_\_\_\_\_

Compactor: \_\_\_\_\_

Water Heater(s): \_\_\_\_\_

Water softener: \_\_\_\_\_

Central Vacuum: \_\_\_\_\_

Pool pump: \_\_\_\_\_

Other: \_\_\_\_\_

Last Painted outside? \_\_\_\_\_

Last painted inside? \_\_\_\_\_

Chimney last cleaned? \_\_\_\_\_

**Recent upgrades:**

Kitchen: \_\_\_\_\_  
\_\_\_\_\_

Baths: \_\_\_\_\_  
\_\_\_\_\_

Flooring: \_\_\_\_\_  
\_\_\_\_\_

Ceilings: \_\_\_\_\_  
\_\_\_\_\_

Windows/doors: \_\_\_\_\_  
\_\_\_\_\_

Wiring/fixtures: \_\_\_\_\_  
\_\_\_\_\_

Other: \_\_\_\_\_  
\_\_\_\_\_

“As-built” or Topo survey provided?

Floor plans provided?

MLS # \_\_\_\_\_ Lockbox # \_\_\_\_\_ Shackle # \_\_\_\_\_ keys provided \_\_\_\_\_

Date Listed: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Elevation certificate provided?