



GREATER MIDWEST REALTY LISTING COMPLIANCE CHECKLIST

THIS CHECKLIST IS TO BE TURNED IN WITH THE LISTING FILE NO LATER THAN 24 HOURS OF INPUT INTO THE MLS

A \$100 NON-COMPLIANCE FINE WILL BE CHARGED IF THIS IS TURNED IN LATER THAN 24 HOURS OF MLS INPUT

INSTRUCTIONS: Please place the forms in the order listed below and check the boxes for the forms that are being turned in. Strike a line through all items that do NOT apply to this transaction. Turn in to the front desk.

Address _____ City _____ State _____ Zip _____

Agent _____ MLS # _____

Type of Listing: (check one) [] Traditional [] Short Sale [] HUD [] Bank Owned

[] LISTING INFORMATION DATE TURNED IN _____ OFFICE NOTES

- 1. LISTING Compliance Checklist
2. Showing Information Sheet
3. Greater Midwest SELLER Disclosures
4. Agency Relationships in RE Transactions
5. Listing Contract
6. Internet Display Options Form
7. MLS - Listing Input Form
8. Certification to Withhold Listing from MLS (if applicable)
9. Sign Ordered - www.RealtySignInstallation.com
10. Signed Sellers Disclosure or Alternative Disclosure

PLEASE CHECK BOTTOM OF PAGE FOR ADDITIONAL REQUIRED ITEMS THAT WOULD APPLY TO YOUR TRANSACTION, CHECK WHICH ONES APPLY

[] WHEN LISTING SELLS DATE TURNED IN _____ OFFICE NOTES

- 1. LISTING Compliance Checklist
2. Closing Information Sheet
3. Commission Split Letter
4. Earnest Money Check
5. Pre-Approval Letter or Proof of Funds
6. Counter Offer Addendum (if applicable)
7. Any Amendments (if applicable)
8. Purchase Agreement
9. GMR Personal Property Agreement
10. Financing Addendum
11. Sellers Contribution to Closing Costs
12. Inspection Addendum (if no inspection see below)
13. Arbitration Disclosure
14. Any Additional Addendums
15. Property Disclosure or Alternative - SIGNED BY ALL PARTIES

ADDITIONAL REQUIRED SIGNED PAPERWORK

Additional Disclosures

Bank /Short Sale/HUD

Condo/Townhome

- Truth-In-Housing/Point of Sale
Lead Based Paint (built before 1978)
AS IS Addendum
Well Disclosure
Subsurface Sewage Disclosure
Methamphetamine Disclosure
Location Map
GMR Contract for Deed Disclosure
For Your Protection Get a Home Inspection
GMR Short Sale Disclosure
Short Sale Notice to Seller
Short Sale Contingency
MARS Disc - Consumer
MARS Disc - Offer from Lender
Bank Approval Letters
Additional Bank Addendums
Condo Document Receipt
Right of Rescission
CIC Addendum
Resale Transfer Disclosure