

# MN LISTING CHECKLIST



MLS # \_\_\_\_\_  
 Price: \_\_\_\_\_  
 Expiration: \_\_\_\_\_  
 Date Entered: \_\_\_\_\_

L: \_\_\_\_\_%      S: \_\_\_\_\_%

Property Address: \_\_\_\_\_

Agent Name: \_\_\_\_\_

Year Built: \_\_\_\_\_

Please turn in the following original documents at the time of listing. (If applicable, additional forms may be necessary)	Residential	Bank-Owned/Foreclosure	Commercial
Agency Relationship		n/a if bank contract	
Listing Contract OR One Time Showing Contract <b>Must include Fraud Alert Page, BAC \$499</b>		Signed bank contract	
MLS Input (1 <sup>st</sup> page signed)			If MLS Listed
Affiliated Business Disclosure			
Estimate of Proceeds- Net Sheet		n/a	Not Required
KWIR Seller's Disclosure		n/a	n/a
Seller Disclosure/ Disclosure Alternative <b>(Include Radon Pages)</b> New Construction Cert of Occupancy		in contract or waiver	n/a
Addendum to Lead Based Paint Disclosure- Pre 1978 (Agent must sign and initial)		n/a if in bank contract	If Residential
Well & Septic Addendum if Applicable a) Private Sewer System Disclosure b) Private Well Disclosure c) Well/Septic Map with Initials			
Short Sale Seller's Notice (If Short Sale)			
Showing Information Sheet			
Truth in Housing for: Bloomington, Maplewood, Mpls, New Hope, Richfield, Robinsdale, St. Paul, South St. Paul, St. Louis Park, <b>Sewer Only:</b> West St. Paul, Golden Valley (sump too), Saint Anthony, Mounds View, Howard Lake, Orono, Duluth, New Port, Rush City			n/a
MLS Printout & Tax Record			