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**LISTING INPUT FORM**

**List Agent Name:** Click here to enter text. **MLS#:** Click here to enter text.

**PROPERTY ADDRESS:** Click here to enter text.

**CITY:** Click here to enter text. **TN** **ZIP:** Click here to enter text. **COUNTY:** Click here to enter text.

**Listing Price:** Click here to enter text. **Commission Rate:** Click here to enter text. **Co-op Comm. Rate:** Click here to enter text.

**Listing Start Date:** Click here to enter text. **Listing Expiration Date:** Click here to enter text.

**Referral:** **[ ]  Y** **[ ]  N** **Referral to:** Click here to enter text. **Amount:** Click here to enter text.

**Client/Seller Contact Info – Name(s):** Click here to enter text.

**Home Phone:** Click here to enter text. **Cell Phone:** Click here to enter text.

**Email:** Click here to enter text. **Email:** Click here to enter text.

[ ] RES or [ ]  Condo/PUD or [ ]  Lot/Land

[ ]  Common [ ]  Combo [ ]  Occupied [ ]  Vacant

|  |  |  |
| --- | --- | --- |
| AgentInitials | Check List – **All Required Documents Must be Submitted** | Officeinitials |
| [ ]  | FlexMLS Sales Agency Contract located under the Daily Functions tab then Input forms. Print all 4 pages and have filled out. |  |
| [ ]  | RF101 Exclusive Right to Sell Listing Agreement or RF131 Lot/Land Exlusive |  |
| [ ]  | RF302 Confirmation of Agency (as required by TN State Law) |  |
| [ ]  | RF304 Disclaimer Notice |  |
| [ ]  | RF201 TN Residential Property Condition Disclosure OR RF203 Exemption |  |
| [ ]  | RF209 Lead Based Paint Disclosure (only if built before 1978) |  |
| [ ]  | RF207 Impact Fees Of Adequate Facilities Taxes Disclosure (New Construction) |  |
| [ ]  | RF305 Personal Interest Disclosure (if applicable) |  |
| [ ]  | MLS Brief show “Active” Status |  |
| [ ]  | TREF Referral Agreement with W9 with Tax ID# |  |
| [ ]  | Click here to enter text. |  |
| [ ]  | Click here to enter text. |  |