****

**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

|  |  |  |
| --- | --- | --- |
| Agent  Initials | Check List – **All Required Documents Must be Submitted** | Office  initials |
|  | 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. |  |