

Listing Checklist

Commercial

Commercial Listing Agreement Exclusive Right to Sell	TAR 1301
Information about Brokerage Services	TAR 2501
Property Description Exhibit if identified in Paragraph 2	
Commercial Property Condition Statement	TAR 1408
○ Prior Inspections or reports (if any)	
○ Copy of any existing leases (if any)	
○ Copy of any transferable warranties (if any)	
General Information and Notice to Seller	TAR 1506
Information About Property Insurance for a Buyer or Seller	TAR 2508
Information About Mineral Clauses in Contract Forms	TAR 2509

MLS Residential Data Input Form signed by Seller and agent
MLS printout
Tax Printout
Copy of CMA
Showing Time Instructions
Seller's Estimated Net Proceeds

*Survey

*Residential Real Property Affidavit T-47

*Addendum for Seller's Disclosure of Information on Lead-Based Paint	TAR 1906
*Information About On-Site Sewer Facility	TAR 1407
*Information About Special Flood Hazard Areas	TAR 1414
*Sellers Authorization to Release and Advertise Certain Information	TAR 1412
*Notice of Information from Other Sources	TAR 2503
*Addendum for a Property in a Propane Gas Service Area	TAR 2514
*Amendment to Listing	

**Required only if applicable to the specific listing*

Commercial Listing Under Contract

Commercial Contract and Addenda