



CERTIFIED DISTRESSED
PROPERTY EXPERT

LISTING APPOINTMENT CHECKLIST

Date: _____ Owner: _____

Address: _____

Prepared by: _____

- E=MC2 SELLER ASSESSMENT PRIOR TO APPOINTMENT (FORM B)
- COMPLETE SELLER INTERVIEW QUESTIONS (FORM O)
- COMPLETE ALL FORMS TO TAKE WITH YOU
 - LISTING PRICE WORKSHEET (FORM I)
 - LISTING AGREEMENT
 - LISTING AGREEMENT ADDENDUM (FORM H)
 - SELLERS DISCLOSURE
 - SHORT SALE DISCLOSURE, IF NEEDED (FORM P)
 - HOA/CONDO/MUD ADDENDUM, IF NEEDED
 - AUTHORIZATION TO RELEASE INFORMATION (FORM A)
 - FINANCIAL WORKSHEET (FORM F)
 - HOLD HARMLESS (FORM D)
 - REPAIR AND DAMAGE FORM (FORM L)
- COMPLETE FORMS TO LEAVE BEHIND
 - HOMEOWNER DOCUMENT CHECKLIST (FORM E)
 - HOMEOWNER PROPERTY CHECKLIST (FORM G)
- RECORD LOCKBOX SERIAL NUMBER/COMBO
- TAKE 16+ STILL PHOTOS, MARKETING (FORM J)
- TAKE 16+ STILL PHOTOS DAMAGE AND REPAIR (FORM J)
- TAKE AT LEAST 3 VIRTUAL TOUR AREAS
- LEAVE BUSINESS CARDS

IF HUD HOME:

- APPLICATION TO PARTICIPATE (HUD 90036)
- HOMEOWNERSHIP COUNSELING FORM (HUD 90038)

Checklist 2