



Pre-Listing Checklist

CERTIFIED DISTRESSED
PROPERTY EXPERT®

Date _____ Owner _____

Address _____

Prepared by _____

PRIOR TO MEETING:

- E=MC² Seller Assessment (Form B)
- Tax Record for property
- Printed deed for property (county clerk of courts)
- Neighborhood summary
- Preliminary Lien Search

PROVIDE TO SELLER IN ADVANCE OF MEETING:

- Listing paperwork
- Seller/Property Disclosure of Known Defects
- Authorization to Release Information (Form A)
- Hold Harmless Agreement (Form C or D)
- Homeowner's Document Checklist (Form E)
- Homeowner's Financial Worksheet (Form F)

ADDITIONAL FORMS AND PAPERWORK:

- HOA/Condo/MUD addendum
- E=MC² Seller Assessment (Form B)
- Homeowner Property Checklist (Form G)
- Listing Agreement Addendum (Form H)
- Listing Price Worksheet (Form I)
- Photo Log (Form J)
- Price Change Log (Form K)
- Repair and Damage Form (Form L)
- Sample CDPE Calendar (Form M)
- Sample Hardship Letters (Form N, plus 2 from Google)
- Seller Interview Questions (Form O)
- CMA (Think like a BPO Agent)
- Camera & Tripod
- Lockbox & Supra Key
- Business Cards
- Listing Folder
- Blue pens
- Calculator

IF HUD HOME:

- Application to Participate (HUD 90036)
- Homeownership Counseling Form (HUD90038)

CHECKLIST 1