



# Listing Entry Checklist

CERTIFIED DISTRESSED  
PROPERTY EXPERT®

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Date Owner

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Address

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Prepared by MLS #

- Create a new listing file
- E-mail / Fax / Mail (CIRCLE ONE) signed paperwork to seller within 24 hours
- Input property into MLS - MLS # \_\_\_\_\_
- Broker / Agent Remarks

CDPE, Commission to be split\_\_\_\_\_, Contingent on 3rd party approval,  
Only one contract will be submitted to lender.

- Upload photos into MLS
- Create virtual tour
- Place virtual tour link on MLS
- Set up price change reminders in file management system
- If short sale, Fax authorization to lender(s)
- Confirm Fax within 24 to 48 hours
- Send thank you note to seller
- Turn complete listing file into brokerage office
- Create separate folder for short sale packet
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