



LISTING PACKAGE PREPARATION FORM

Agent: _____ Lic. #: _____

Date forms what date?: _____ Needed by: ____ / ____ / ____ : ____ am/pm

Winforms UserName: _____ Password: _____

Seller Name(s): _____

Listing Period From: _____ To: _____

Property: _____

Seller Home Address: _____

List Price: _____ Commission: _____ %

Will you exclude from MLS? Yes / No Until when? _____ (max 21 days) (SELM)

Is this a short sale? Yes / No (SSIA, Authorization, Hardship, Financial Info)

Note: the following will be completed: ▶ 4A(2): 60 days ▶ 4D(1): per broker policy
▶ 4F(1): n/a ▶ 4F(2): n/a ▶ 5A: CRMLS ▶ 21: n/a

Other instructions: _____

The undersigned agrees to carefully review the printed forms for accuracy and completion of any items not listed above.

_____ Date _____
Signature