

RMSH01
 Office _____ MLS# _____ Listing Date _____ Source of client _____
 Property Address _____
 City _____ State _____ Zip _____

Seller: *CLIENT MAILING ADDRESS PLEASE*	Buyer: *CLIENT MAILING ADDRESS PLEASE*
Name _____	Name _____
Street _____	Street _____
City _____ State _____ Zip _____	City _____ State _____ Zip _____
Phone _____	Phone _____
Email _____	Email _____

Listing Agent List Price _____
 Listing Commission: _____ %
 Name: _____
 Company: _____
 Phone: _____ Fax: _____
 Agent ID: _____ Broker ID _____
 Title Co.: _____
 Escrow Officer: _____
 Phone: _____ Fax: _____
 Escrow# _____

Selling Agent Sales Price _____
 Selling Commission: _____ %
 Name: _____
 Company: _____
 Phone: _____ Fax: _____
 Agent ID: _____ Broker ID _____
 Contract Date: _____ COE: _____
 Mortgage Co: _____
 Loan Officer: _____
 Phone: _____ Fax: _____

Total Commission: _____ % \$ _____
 Listing Commission: _____ % \$ _____
 Selling Commission: _____ % \$ _____
 Referral Fee: _____ % \$ _____
 Total Com. Less Referral: \$ _____
 Transaction Fee \$ _____
 E & O Insurance \$ _____
 Agent Net Commission \$ _____

Referral Paid To: _____
 Company: _____
 Address: _____
 City: _____ St. _____ Zip _____

Office Use Only

Agent ID: _____

Listing Documents Required:

- _____ ER Listing Contract
- _____ MLS Profile Sheet
- _____ County Parcel Flood Map
- _____ Deed
- _____ Seller Advisory
- _____ Seller Disclosure (SPDS)
- _____ Agency Disclosure

When Applicable

- _____ Affidavit of Disclosure (Notarized)
- _____ Home Warranty
- _____ Tempo Sold/Change Form
- _____ Lead Based Paint Disclosure (If Applicable)
- _____ On-Site Wastewater Treatment (septic) Addendum
- _____ Well SPDS (if well is on property)
- _____ Well Agreement (if shared well)

Sale Documents Required:

- _____ Contract (fully executed)
- _____ Counter Offer (s)
- _____ Addendum (s)
- _____ Agency Disclosure
- _____ Earnest Deposit Receipt
- _____ LSR
- _____ BINSR & Summary Report
- _____ Insurance Claims History
- _____ Disclosure & Release or Buyer's Advisory sig. page
- _____ MLS Printout
- _____ Preliminary Title Report
- _____ Sellers Disclosure (SPDS)
- _____ Termite Report
- _____ Walk Thru (for your buyer)

When Applicable

- _____ Affidavit of Disclosure (Notarized)
- _____ Lead Based Paint Disclosure (all int & signatures)
- _____ HOA Addendum
- _____ Domestic Water Well Addendum
- _____ LSU
- _____ On-Site Wastewater Treatment (Septic) Addendum
- _____ Well SPDS (when well is on property)
- _____ Well Agreement (if shared well)