

## **Century 21 All-Pro – Listing Checklist & Info Sheet**

C21 Agent Name \_\_\_\_\_

- Sellers name \_\_\_\_\_
- Home # \_\_\_\_\_ Work # \_\_\_\_\_
- Homes address \_\_\_\_\_
- Lock Box Latch Combo if C21 box \_\_\_\_\_
- Make photocopies for disclosures file.
- Upload additional photos to MLS.
- Open or closed Board \_\_\_\_\_

### **CO-OP INFORMATION**

- Agent will put info on ShowingSolutions.com
- Office to put info on ShowingSolutions.com

Circle 1 on each line:

Call First & Show / Appointment / Must Confirm  
Vacant / Occupied

### **PAPERWORK CHECKLIST**

- MLS Input forms
- Exclusive Right to Sell
- Radon / Mold
- Legal / Franchise
- Sellers disclosures (general, lead, Meth)