LISTING FORMS CHECKLIST

Property Address _____________________________________________________ 

Sales Associate  ____________________________ Date ____________________

All Listing Agreements are to be turned in to the Listing Services Coordinator

(*) Denotes mandatory forms (if applicable) that must be turned in with Listing Agreement. Please submit all forms in the order listed below.

* _____ Listing Verification Form
* _____ Exclusive Authorization to Sell (VAR)
* _____ Disclosure of Brokerage Relationship
* _____ Summary of Rights & Obligations of Sellers & Purchasers under the Virginia Residential Property Disclosure Act (VAR) (not required for land or new homes)
* _____ Residential Property Disclosure Statement (DPOR) (not required for land or new homes)
* _____ Lead Based Paint Disclosure (if constructed prior to 1978); Year Built ______ ___ Residential Property Disclosure Act (VAR) (not required for land or new homes)
* _____ General Disclosure
* _____ Key Box Authorization Addendum (if needed)
* _____ MLS Input Forms
* _____ NRLA Form (required if inputting into REIN)
* _____ Home Protection Plan ☐ Yes ☐ No (not required for land)
* _____ In-House Showing Instructions
* _____ Disclosure Regarding Validity of Septic System Operating Permit (if applicable)
* _____ Defective Drywall Disclosure State (if applicable, not required for land)
* _____ Affiliated Business Arrangements Disclosures (CBT)
* _____ Equal Opportunity in Housing (CBT)
* _____ Web Marketing Pledge (CBT)
* _____ Authorization for Broker Participation or Commission Exception
* _____ Coldwell Banker Seller Service Guarantee
* _____ Minimum of 8 photos for homes / 6 photos for land (required)
* _____ Video to be created and uploaded by sales associate within 10 days

REIN requires a signed AICUZ Disclosure Form be uploaded for any listings in Chesapeake, Norfolk, and Virginia Beach whether or not it is a noise zone.

LISTINGS MUST BE INPUT INTO THE MLS WITHIN 48 HOURS OF THE LISTING DATE TO AVOID MLS FINES