

Owners Name: \_\_\_\_\_ Listing Agent \_\_\_\_\_

Address: \_\_\_\_\_

***Hugh Merkle Team @ COMPASS RE***  
***Sale Team Form Required To Submit A Sale Listing***

The Marketing Department **MUST HAVE** the following items in order to process a Sale listing **correctly** and **professionally**:

1. \_\_\_\_\_ Tax Tools Data Sheet print-out of property – list of legal names if more than what is in tax tools.
2. \_\_\_\_\_ Signed and Dated Listing Agreement; COMING SOON FORM (Certificate of Seller) & related forms (CIS, Business Disclosure, Buyer Agency, Disclosed Dual Agency, Lead Paint, Seller Disclosure.
3. \_\_\_\_\_ Lead Commander Data Sheet with all contact numbers and address of owners. List all legal Names to be loaded into the MLS associated with this property.
4. \_\_\_\_\_ Completely filled out MLS property detail sheet. Note some listings are put in more than one category in the MLS.
5. Marketing Digital pictures (Interior and Exterior) of property plus video.
6. \_\_\_\_\_ KEYS - even if you have a lock box on the property, we need at least 3/5 keys on the sale board in the office as back-up.
7. \_\_\_\_\_ Detailed showing instructions.
8. \_\_\_\_\_ Property information: declaration page of flood policy; plot plan survey; exclusion list. If a condominium: master deed & by-laws and condo insurances declaration pages, condo budget & condo meeting minutes and condo fee; is there a buy-in fee?
9. \_\_\_\_\_ Description paragraph: if you do not have time to put a paragraph together, please just write down 5 or 6 outstanding features of the property. We will put something together from that.
10. \_\_\_\_\_ Rental Rate chart with current booked rentals or Projected Rental Rates, *if appropriate*.
11. \_\_\_\_\_ Directions to the property for the MLS (**if off island**) and office use.
12. \_\_\_\_\_ Referral Form if it is a referral. All referrals go under Hugh's name.
13. \_\_\_\_\_ Blocks for a JUST LISTED mailing. \_\_\_\_\_
14. Additional comments and/or instructions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_