

Real Estate Listing Checklist

By Checklister

- Agent Information
 - Agent Full Name
 - Agency Name
 - Contact Number
 - Email Address
 - License Number
- Property Details
 - Property Address
 - Type of Property Apartment, House, Condo etc.
 - Year of Construction
 - Total Square Footage
 - Number of Bedrooms
 - Number of Bathrooms
 - Parking Facilities Garage, Street Parking, etc.
 - Unique Features Pool, Garden, Fireplace etc.
 - Recent Renovations or Upgrades
- Property Documentation
 - Property Ownership Documentation
 - Property Tax Records
 - Recent Appraisal Report
 - Home Inspection Report
 - Home Warranty Information
- Listing Details
 - Desired Listing Price
 - Comparative Market Analysis
 - Listing Duration 30 days, 60 days, etc.
 - Exclusive Listing Agreement
- Marketing Strategy
 - Professional Photography Number of Photos, Video Tour etc.
 - Property Description Key Selling Points, Neighborhood Details etc.
 - Marketing Channels Online, Print, Social Media etc.

Customize, print, share & USE this list at: checklist.com/real-estate-listing-checklist

- Open House Schedule
- Virtual Tour Setup
- Legal and Compliance
 - Disclosure Statements Lead Paint, Asbestos, etc.
 - Compliance with Local Housing Regulations
 - Zoning Information
 - Environmental Hazards Information
- Seller's Preferences
 - Seller's Preferred Closing Date
 - Conditions for Sale Furniture Included, Repairs, etc.
 - Showing Availability Weekdays, Weekends, Hours etc.
- Financial Details
 - Estimated Closing Costs
 - Mortgage Information Balance, Lender etc.
 - Outstanding Liens or Judgments
- Preparation for Showings
 - Staging Recommendations
 - Cleaning and Repair Checklist
 - Lockbox Installation
- Communication Plan
 - Regular Update Frequency Weekly, Bi-weekly etc.
 - Preferred Method of Communication
- Closing Process
 - Title Company Information
 - Closing Agent Contact Information
 - Final Walk-Through Schedule
- Agreement and Acknowledgments
 - Agent's Signature
 - Date of Completion