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.

- ☐ 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