

LISTING CHECKLIST

- / / TAXES, CAUV-HOMESTEAD
- / / INSURANCE COMPANY & COST (FLOOD INS)
- / / UTILITY COSTS / UTILITIES SEPARATE / SUPPLIER
- / / WELL DEPTH AND LOCATION, AGE OF PUMP
- / / SEPTIC SIZE, STYLE AND LOCATION, WHEN LAST PUMPED
- / / PROPERTY BOUNDARIES, SURVEY
- / / INSULATION
- / / CHIMNEY LAST INSPECTED
- / / AGE OF ROOF
- / / AGE AND TYPE OF WATER HEATER
- / / ELECTRIC SERVICE SIZE AND STYLE
- / / HARDWOOD FLOORS
- / / SECOND FLOOR HEATING
- / / TYPE OF PLUMBING AND DRAIN LINES
- / / AGE AND MAKE OF FURNACE
- / / OUTSIDE ELECTRIC AND WATER
- / / SEPARATE ELECTRIC TO OUTBUILDINGS
- / / EXTRA DOOR KEY, LOCK BOX ON DOOR, SIGN IN YARD
- / / EASEMENTS, LEASES, INCOME
- / / FUEL TANK, OWNED OR LEASED
- / / CROPS
- / / SIGNED DOCUMENTS (LISTING, CONSUMER GUIDE, PROPERTY, LEAD PAINT)
- / / COMPLETE WORKSHEET (RESIDENTIAL, FARM, MULTI FAM, COM OR LAND)
- / / UNDERGROUND TANKS OR EPA STUDIES
- / / ANY ATTACHMENTS SELLER WANTS TO KEEP
- / / 1031 TAX EXCHANGE, DATES
- / / TRANSFERABLE WARRANTIES
- / / PUT IN COMPUTER WITHIN 48 HOURS AFTER LISTING (CALL DEBBIE OR FAITH IF PROBLEMS)
- / / PUT IN PICTURE WITHIN 72 HOURS AFTER LISTING (CALL DEBBIE OR FAITH IF PROBLEMS)
- / / GIVE ALL AGENTS COPY OF MLS SHEET WITH NAMES, NUMBERS, SHOWING INSTRUCTIONS
- / / PICTURE AND COPY TO EAGLE BY WEDNESDAY AFTERNOON
- / / FILL OUT WEB SITE INFO AND PICTURE
- / / OPT OUT OF INTERNET (IF YES HAVE SELLER SIGN FORM)