AGENT NAME:_____

**** SELLER INFORMATION - MUST BE FILLED OUT ****

Seller Name:_____

Property Address:_____

_____

Mailing Address:_____

_____

PREFERRED EMAIL ADDRESS: _____

SHOWING INSTRUCTIONS:

_____

_____

_____

Contact Person: _____

Phone Numbers: (M) _____ (H) _____

(W) _____ (Other) _____

Lockbox Location: _____

AGENT CHECKLIST:

- ☐ Signed Exclusive Right to Sell Agreement (By Seller and Agent)
- ☐ Dual Agency Addendum
- ☐ Working with Real Estate Agents
- ☐ State of NC Residential Property Disclosure
- ☐ Existing Title Policy
- ☐ Lead Based Paint (If applicable, built prior to 1978)
- ☐ Owner Association Addendum (If applicable)
- ☐ Professional Service Disclosure
- ☐ Home Warranty Offered? Accepted? _____Yes _____No
- ☐ Completed Input Forms With **ALL REQUIRED FIELDS**
- ☐ Picture/Sign Request Completed
- ☐ Fact Sheet Completed for Color Brochures
- ☐ Photos for Marketing