

# SINGLE FAMILY HOME = TRADITIONAL LISTING PACKAGE INSTRUCTIONS

**Property Address:** \_\_\_\_\_

**Sellers:** \_\_\_\_\_

In order to make the most of our upcoming meeting time together, please complete the enclosed forms in advance. Because these documents are thorough and ask questions that only you can answer, I would ask that you have them completely filled out and signed so that I can pick them up at the time of our listing appointment.

***If there is a checked box next to the form, I have enclosed it for you to complete. If the box is NOT checked, that form is not applicable in your situation OR we will complete it together during our scheduled appointment time. On forms where initials are required, there will be brackets ( ) ( ). Seller #1 will initial the first set of brackets and seller #2 will initial in the second set.***

\_\_\_\_\_ **Listing Submission Form:** *This form is an overview of your file, your contact information and additional data needed in order to start the preliminary title and lien searches.*

\_\_\_\_\_ **Title Company / Closing Agent Required Information:** *In order to secure payoff figures and prepare closing documents when we have an executed contract, this information is needed. If you would prefer NOT to give your social security number (last 4), then please write, CALL ME in that line and a representative from the title agent will reach out to gain this information directly from you.*

\_\_\_\_\_ **Exclusive Right of Sale Listing Agreement:** *This is the actual listing agreement that addresses the length of the listing, the listing price, brokerage fees and the cancellation fee policy. I'll need you to review it entirely and fill in the personal property that will convey (ie: appliances, garage door remotes, window treatments, etc), list any defects and then initial the bottom on each page and also sign and date the last page.*

\_\_\_\_\_ **Comprehensive Disclosures and Additional Terms Addendum (KW Disclosure):** *Please read and acknowledge both pages. You will also need to select whether you want to offer a one year home warranty as a sales incentive at the time of listing or not by selecting ONE of the two boxes (Accept or Reject).*

\_\_\_\_\_ **Matrix Residential Data Entry Form:** *This is where the information that goes into MLS comes from. Please verify the data on **all** pages and fill in those areas I do not have complete (utilities, appliances to convey, etc). Once complete, sign and date the last page.*

\_\_\_\_\_ **Room Dimensions/Alarm/Gate Codes & Showing Instructions:** *Please complete the form in its entirety. If there are specific showing instructions (a minimum amount of notice, who showing will be scheduled through, what number for them to call, pets on premises, etc., please list that as well under "Showing Instructions."*

\_\_\_\_\_ **Home Improvements/Updates & Selling Features:** *Please list any improvements and/or upgrades you'd like us to market.*

\_\_\_\_\_ **Personal Property to Convey:** *Please complete both sections of the form. One section indicates the items to be included or excluded from the purchase and the other section address the ages of A/C, roof and water heater. Please sign and date.*

\_\_\_\_\_ **Seller's Real Property Disclosure Statement:** *Please complete all FOUR pages, initial the bottom of page each and then sign & date the last page where indicated.*

Homeowners' Association/Community Disclosure: This form states whether the new Buyer is required to be a member of a Homeowners Association when purchasing. If they are, questions (c) and (f) must have either a dollar amount or a N/A listed. If there is a one time capital contribution or a transfer/account set up fee for new owners, please also list that at the bottom of the form (write in under (i)). As the seller you only need to initial the top of the page where indicated with ( ) ( ) for Seller's initials.

Utilities and Services: Please check off the appropriate utility service providers for your property and list any other services that you have that may be helpful to share with a buyer.

Lead Based Paint Disclosures (for homes built pre-1978) Complete all areas & then initial and/or sign where indicated.

*\*\*\*\*\* I apologize in advance for the redundant information asked for in some of these forms. Even though you may be repeating the information multiple times, please note that it's all information is needed and requested by different compliance groups such as the Multiple Listing Services (MLS), the local & state Board of REALTORS, the title company and the local Keller Williams franchise I work for.\*\*\*\*\**

In addition to completing the above forms prior to our meeting, I'll also need the following when we meet:

- Floor plan (if you have one)
- A key for the lockbox
- A copy of your survey

If at any time you have any questions regarding any of the above forms, please feel free to contact me:

I look forward to working with you!

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