



LISTING RESIDENTIAL FILE CHECKLIST

ATTENTION !!!
 1. YOUR BEST "DEFENSE ATTORNEY" IS YOUR COMPLETE PAPER FILE & DISCLOSURES
 2. IT IS A CRIMINAL OFFENSE TO FORGE YOUR CLIENT'S SIGNATURE

Property Address: _____
 Seller (Name): _____
 Close Date: _____
 MLS # _____

1. MLS Exclusive Authorization and Right to Sell, Exchange or Lease Brokerage Listing Agreement (5pages)
 2. Addendum to Listing Agreement - SELLER OPT OUTS

SHORT SALE LISTING:

3. Addendum to Listing Agreement - SHORT SALE (zip form)
 4. Golden Real Estate SHORT SALE form

5. Instruction to Exclude Listing from MLS (needed for all listings that's not entered into MLS)
 6. Addendum to Listing Agreement for Common Ownership Interest Properties (IF in a HOA)
 7. MLS Change Order (to be applied to price change, extensions, etc...)
 8. Golden Real Estate Multiple Offer Disclosure (IF APPLIES ..)
 9. Golden Real Estate Back-Up Offer Addendum (IF APPLIES ..)
 10. Tax Star

11. Residential Purchase Agreement (Fully Executed with ALL Counter Offers & Addendums)
 12. Copy of Earnest Money (or Copy of Wire confirmation from title)
 13. Residential Disclosure Guide Acknowledgement Receipt
 14. FINAL ! Settlement Statement / FINAL HUD
 15. Escrow Instructions

16. Preliminary Title Report & PLAT MAPS
 17. Duties Owed by Nevada Real Estate Licensee
 18. Confirmation Regarding Real Estate Agent Relationship
 19. Buyer's Response to Home Inspection and Request for Repairs
 20. MLS Printout (showing ER, P and S Printouts)
 21. Waiver of NRS 113 Rights "As is Addendum" (ONLY if it applies)
 22. Seller's Real Property Disclosure Form (can be OMITTED if Waiver NRS 113 is present)
 23. Golden Real Estate Addendum to SRPD Form (NEW !!!, ONLY if its a Trustee Sale, 1 page)
 24. Purchasers Receipt of the Common Interest Community "RESALE PACKAGE" (IF in a HOA)
 25. Information Statement Disclosing Homeowner's Rights & Obligations (IF in a HOA)
 26. Golden Real Estate "Notice to ALL Listing Agents in Nevada" (NEW, 1 page)
 27. Disclosure of Information on Lead-Based Paint/Hazards (IF Property was built BEFORE 1978)
 28. Golden Real Estate "ALL INCLUSIVE DISCLOSURE" (NEW !!!, 5 pages)

29. Walk-Through Inspection and Release
 30. Golden Real Estate Waiver/Decline of Coverage OR Home Warranty Information