



HAWAII LIFE REAL ESTATE BROKERS

LISTING & PROPERTY DATA CHECKLIST

Property/Client: _____

Date: _____

Mandatory

- | | |
|--|---|
| _____ Exclusive Right to Sell Agreement (Zipforms) | _____ Certificate to Withhold from MLS * if not submitting to the MLS within 48 hours |
| _____ Exhibit A/ Data Input Form or signed MLS listing | _____ Create Salesforce file and Google Drive Folder |
| _____ TMK Printout | |

Data Checklist

- | | |
|---|------------------------------|
| _____ CMA provided to Seller | _____ Flood Zone |
| _____ Sellers Real Property Disclosure Statement (Zipforms) *provided to seller to complete / Lead Based Paint Disclosure | _____ Key or Gate Code |
| _____ TMK Plat Map | _____ Wastewater Information |
| _____ MLS Printout | _____ SMA Zone |
| _____ CC&Rs *if applicable | _____ Permit Report |
| _____ Prelim | _____ CPR Map |
| | _____ SRPDS |

Marketing

- | | |
|--|-----------------------------------|
| _____ Sign at property | _____ Just Listed Blog Posted |
| _____ Create Flyer | _____ Post to Social Media |
| _____ Eblast to Realtors | _____ Just Listed Postcard |
| _____ Create Showing Log | _____ Marketing Report to Sellers |
| _____ Schedule property for Caravan | _____ Hll |
| _____ Check Syndicated Sites such as Lux Port, Christies, Zillow Trulia (photos clear ?) | _____ Website update |
| | _____ Website address for listing |