



NEW LISTING

The following information must be completed in full to activate a listing with the business office. Please complete in full.

Could this be a Possible Sales Meeting Location? Yes or No

Date: _____ MLS #: _____

Listing Agent: _____ Listed Price: _____

Subdivision: _____ Floorplan: _____

Furnished: _____ Short Sale: _____

Membership? _____ Which Memb.? _____

Source: **Select One Below** _____ HOA \$ _____

SOURCE (How did you get this listing?)
PLEASE SELECT ONE. This is **VERY** important!

Builder/Developer	Direct Mail Agent Piece	Name Recognition	Personal Friend	Showing Property in Area
Call In from Listing	FSBO-For Sale by Owner	National Newspaper Ad	Personal Friend Referral	TV Spot
Citrus Membership	Floor Time Call In	Neighbor	Realtor.com	Walk in Discovery Center
Client Referral	Flyer of Property	Office Referral Broker	Referral from Cal West	Walk in Lifestyle
Co Op Broker	Hilton Employee	Office Referral Agent	Relative	Walk in Mt/Dunes
Cold Calling	Just Listed Card	Open House	Repeat Clients	Walk in Stadium
Co/Office Website	Just Sold Card	Outside Broker Referral	Residence Club Referral	Yard Sign
Local Newspaper Ad	PGA Membership	Sales Associate Website	Yellow Pages	

If it is a Referral..... it is a REFERRAL FROM WHO? _____ OTHER: _____

Property Address: _____

City: _____ Zip: _____

Owner's Name: _____

Owner's Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

TO PREVENT ANY FINES FROM THE MLS FOR POCKET LISTINGS, BE SURE TO HAVE A SELM SIGNED AND SENT IN TO JOHN FOR HIS SIGNATURE (DOCUSIGN IS BEST) ONCE JOHN SIGNS IT, WE WILL EMAIL IT TO GERI AT THE BOARD AND CC YOU ON THE FILE TO PREVENT FINES. THIS MUST BE DONE WITHIN 48 HOURS OF THE LISTING DATE.

★ Seller Instr. to Exclude Listing from MLS (SELM) (For All Pocket Listings) ★
YES _____ NO _____

Does this Listing have a SELM form? CLR New Listing Information		Statewide Buyer and Seller Advisory (SBSA – 12 PAGE)	
Residential Listing Agreement (RLA)		MLS Agent Detail 2 Column Report (showing status as Active)	
Agency Disclosure Regarding RE Relationship – Seller (AD-1) 2 PAGES		Real Estate Transfer Disclosure Statement (TDS) 3 PAGES Rev. 4/14	
Sellers Advisory		CLR Personal Property Release	
Keysafe/Lockbox Addendum (KLA)		★ Optional for Specific Listings	
Seller Property Questionnaire (SPQ) 4 PAGES		★ Seller Instr. to Exclude Listing from MLS (SELM) (for Pocket Listings)	
Seller's Affidavit of Non-foreign Status (AS-1, -2, -3, -4) **1 form for each seller**		★ Notice of Pending Sale (Spa Villas)	
Homeowner Association Information Request (HOA)		★ Seller's Intent to Exchange Supplement (SES-11)	
		★ CLR Addendum to Residential Listing Agreement - Exclusive	
Written Inventory (# of pages i.e. 4 of 4 pages) (each page initialed and last page signed by all parties)			
CLR Addendum to Residential Listing Agreement Regarding Golf Membership <input type="checkbox"/> PGA WEST <input type="checkbox"/> Heritage			
CLR Pocket Listing Sheet – This is in addition to the above RED forms. Don't forget to email your marketing remarks if you want fliers made.			
<p>ALL FORMS MUST BE SIGNED AND DATED (AKA COMPLETE). THE RED FORMS BELOW ARE THE VERY MINIMUM NEEDED IN ORDER TO ACTIVATE A LISTING WITH OUR COMPANY FOR ADVERTISING. THE REST OF THE FORMS CAN TRICKLE IN, BUT ALWAYS BETTER TO HAVE THEM SOONER THAN LATER. ☺ IF YOU HAVE SOMETHING ACTIVE ON THE MLS, WE MUST HAVE THE PAPERWORK IN OUR OFFICE.</p> <p>TEAM, IF YOU INPUT THE DATES NEXT TO YOUR CLIENTS SIGNATURES WHEN FILLING OUT YOUR CAR FORMS, THAT WILL ELIMINATE YOUR HAVING TO GO BACK AND HAVE YOUR CLIENTS FILL IN THE DATES ONCE IT SELLS. WE REQUIRE DATES... AND YOU WILL HAVE TO GET THEM ENTERED BEFORE YOU'RE PAID ON A TRANSACTION.</p> <p>NOTES:</p>			