

| | | |
|---------------------------------------|-----------------------|------------|
| Listing Agent: | Start Date: | Exp. Date: |
| Listing Agent: | MLS# | \$LP: |
| NEW LISTING TAKE SHEET | | Furnished: |
| LISTING ADDRESS: | | |
| Seller Names: | | |
| Seller Mailing Address: | Seller email Address: | |
| | Seller Phone #: | |
| HOA Dues: | Commission: LA | BA |
| Floor Plan: | APN# | |
| Subdivision | Membership? | |
| APN: | | |
| SOURCE: How did you get this listing? | | |

| New Listings FORMS Checklist | Seller 1 | Seller 2 | COMPLETE |
|--|----------|----------|----------|
| RLA - (AD, PRBS, WFA, SA, CCPA) | | | |
| SELM – Must be submitted to Board within 48 hours from last signature. | | | |
| MLS – Full Detail Report | | | |
| PICTURES submitted for advertising | | | |
| TDS | | | |
| SPQ | | | |
| SBSA | | | |
| CLR Personal Property Release | | | |
| Written Inventory (# Pages - 1 of 4, etc) | | | |
| Membership Disclosure PGA WEST CITRUS GENERIC | | | |
| CDAR Local Area Disclosures | | | |
| REQUIRED MINIMUM TO START YOUR LISTING | | | |