

NLTS 2026

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 : SA%	BA%
Floor Plan:	APN#	
Subdivision	Membership?	
What Type of Property?: SFR Detached / SFR Attached / Condo / etc. Please Answer to the right.		
SOURCE: How did you get this listing? Use the pull down menu to the right ---> <i>Click on the arrow and pull down the menu.</i>		

New Listings FORMS Checklist	Seller 1	Seller 2	COMPLETE
RLA - (AD, MLSA, SA, BCA, PRBS, FHDA, CCPA			
MLSA – 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			