

Residential Listing Paperwork 101

Documents needed to list the property

- Listing agreement w/ Attorney General Memo **Required**
- Listing agreement - secondary MLS **Conditionally Required**
 - (Agreement form for secondary MLS i.e. HCMLS, GSMLS)
- NJMLS Key Box disclosure **Required**
- KW Commission split form **Required**
- Cooperating Broker Compensation Agreement **Required**
- Lead Paint/No Lead Paint Disclosure **Required**
- Consumer Information Statement (CIS) **Required**
- Informed Consent to Dual Agency Disclosure **Required**
- Permission to Advertise **Required**
- Wire Fraud **Required**
- Seller's Disclosure **Required**
- Delayed Showing/Coming Soon **Conditionally Required**
- No Further Showings Form **Conditionally Required**
- Change of Status **Conditionally Required**
- Exclusive Waiver **Conditionally Required**
- Designated Agency Seller **Conditionally Required**
- Withdrawal Form **Conditionally Required**

Once all required documents have been signed, upload them into the Opportunity in Command and submit the "Listed" checklist paperwork for compliance.

Documents needed once the property is Under Contract

- Fully Executed Contract **Required**
- Fully Executed Lead Paint/No Lead Paint Waiver **Required**
- Fully Executed Seller's Disclosure **Required**
- Cooperating Broker Compensation Agreement **Conditionally Required**
- Attorney Rider **Optional**
- Escrow Letter **Optional**
- Home Appraisal **Optional**
- Home Inspection Documents **Optional**
- Seller's Concession **Optional**
- FHA/VA Addendum **Optional**
- Certificate of Occupancy/ Smoke Cert **Optional**
- Contact sheet **Optional**

Once all required documents have been signed, upload them into the Opportunity in Command and submit the "Under Contract" checklist paperwork for compliance.



Documents needed once the property is Closed

- Commission Statement **Conditionally Required**
- Closing Disclosure/HUD **Required**
- Closing Commission Check **Required (Conditionally Required if the check is wired to the office)**
- MLS print-out showing sold data **Required**
- Referral Agreement **Conditionally Required**
- Referral's W-9 **Conditionally Required**

Once all required documents have been signed, upload them into the Opportunity in Command and submit the "Closed" checklist paperwork for compliance.