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Listing Appointment Checklist

Completed Financial Statement (3 pages)

Copies of last 2 months Pay Stubs or letter of explanation

Copies of last 2 months Bank Statement or letter of explanation

Copies of most recent mortgage statement(s)

Copies of **first 2 pages of last 2 Years' Form 1040** (Tax Return) or letter of explanation

Copies of last 2 Years' W-2 Forms

Foreclosure Disclaimer

Authorization & Release Form

Hardship Letter (See Guidelines)

Do Not Contact by Phone

Seller Due Diligence

Listing Instructions

Expectations and Timeline (for client to take)

Once the above items have been received by our office, we will contact you for an appointment to complete the following:

Residential listing agreement

Seller's disclosures

Short Sale Addendum