

REALTOR'S NEW LISTING CHECKLIST

Property Address:	
Client Name:	
Phone Number:	
CDN \$:	
Date Listed:	Expires:
MLS #:	
Documents needed for file:	
Listing Agreement – 1 copy only	
Property Disclosure Statement	
Market Evaluation	
Signed Agency Brochure	
Building Inspection Reports	
Island Trust Zoning	
CRD Health Department	
Well Log	
Title and Taxes	
Lot Diagram	
Procedure:	
Broker load listing to Matrix (3 days allowed)	
Email Cathy:	
<ul style="list-style-type: none"> ▪ 'Go ahead' for processing new listing ▪ Photos for feature sheet and website ▪ Lot diagram if available ▪ Any special notations for inclusion on f/s 	