

# Listing Submission Checklist



Property Address: \_\_\_\_\_  
(Street) (City)

Utah  
\_\_\_\_\_  
(State) (Zip)

Agent Name: \_\_\_\_\_ Phone: \_\_\_\_\_

## **Seller Information**

Name(S): \_\_\_\_\_

Address: \_\_\_\_\_  
(Street)

\_\_\_\_\_  
(City) (State) (Zip)

Phone #: \_\_\_\_\_  
(Home) (Work) (Mobile)

\_\_\_ Exclusive Right to Sell Listing Agreement & Agency Disclosure

\_\_\_ MLS Input Sheet (Please make sure all blanks are filled in completely)  
Remarks section must state either "SqFt per county records. Buyer to verify." Or "SqFt per appraisal. Buyer to verify."

\_\_\_ Seller Property Condition Disclosure

\_\_\_ Lead Based Paint Disclosure (if built before 1978)

\_\_\_ Copy of county records or appraisal to verify SqFt and year built

\_\_\_ Copy of tax records to verify amount of taxes paid the previous year

## **Office Use**

Provo City Zoning Disclosure

All Signatures Done Correctly

All Initials Done Correctly

MLS Print Out

Corrections Needed:

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