



Checklist for Actives (New Listings)

Agent Name (printed): _____ Date: _____

Property Address: _____

Seller Name(s): _____ MLS# _____

Required Paperwork for New Listings:

- 1 **Listing Agreement** (use the 1 page Realty Association version), signed by sellers and listing agent
- 2 **Showing Instructions** (separate form attached to The Realty Association’s Listing Agreement).
- 3 **Confirmation of Agency** (RF 302). Use box marked *Designated Agent for Seller* or *Facilitator* box if there is no agency agreement, signed by all.
- 4 **Disclaimer Notice** (RF 304), signed by buyers and sellers.

One of the following two:

- 5 **Personal Interest Disclosure and Consent** (RF 305), only if agent has personal interest, signed by sellers and agent.
- 6 Agent does not have a personal interest in the transaction (no additional form needed).

One of the following four:

- 7 **TN Residential Property Condition Disclosure** (RF 201), signed by sellers and then buyers.
- 8 **TN Residential Property Condition Exemption Notification** (RF 203), signed by sellers and then buyers.
- 9 **TN Residential Property Condition Disclaimer Statement** (RF 204), signed by sellers and then buyers.
- 10 Sale is Land only, or Commercial, or Multifamily with 5 or more units (no form needed).

One of the following two:

- 11 **Lead Based Paint Disclosure** (RF 209), only if property built in 1977 or earlier, signed by sellers and then buyers.
- 12 Property is exempt because it was built in 1978 or later, or is Land only, or non-resident Commercial (no form needed).

One of the following two:

- 13 **Impact Fees Disclosure** (RF 207), only for Residential new construction, signed by builder and then buyers.
- 14 Property is not Residential new construction (no form needed).

One of the following two:

- 15 **Subsurface Sewage System Permit Disclosure** (RF 208), only for Residential new construction on a septic system.
- 16 Property is not Residential new construction on a septic system (no form needed).

- 17 **MLS Printout** showing *Active* status.