

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:

Fax 801-492-4034 Email mike@rowbury.com