

Checklist – Maryland LISTING

Related Party or Financial Interest? Yes ___ or No ___	
Resale Contract ___	Short Sale ___ Foreclosure ___
Date: _____	
Agent: _____	
Property Address: Street _____	
City _____	State ____ Zip _____
MLS #: _____	
Listing Price: _____	Sales Price: _____
	Date of Ratification: _____
	Settlement Date: _____
Commission: \$ _____	
Split/Referral to Other Agent (if applicable): \$ _____ to _____	

Settlement Co & Contact Info: _____

Required for Listings:

- ☐ Form 1003: Understanding Whom Real Estate Agents Represent
- ☐ Form 1004: Consent for Dual Agency
- ☐ Form 910: Exclusive Right to Sell – Listing Agreement for Improved Real Property
- ☐ Form 909: Jurisdictional Addendum to Exclusive Right to Sell Improved Real Property
- ☐ Form 911: Inclusions/Exclusions
- ☐ Form 912: Property Disclosure/Disclaimer Statement
- ☐ Form 1342: Notice of Purchasers' Rights Under Residential Property Condition Disclosure Law
- ☐ Form CMA: CMA Notice
- ☐ Copy of MRIS Listing and Public Tax Record
- ☐ Copy of Ratified Sales Contract, Addenda, and Copy of EMD *(provide upon ratification)*

IF Applicable:

- ☐ Form 876: Seller Acknowledgement of Declined Options
- ☐ Form 932: Utility Cost and Usage History Form
- ☐ Form 907A & 908: Federal and MD Lead Base Paint Disclosure (Homes Built Prior to 1978)
- ☐ Form 914: Seller's Estimated Settlement Costs
- ☐ Form 922: Condominium Addendum **–OR–** Form 904: HOA Addendum
- ☐ Form 1611/SPAERTS: Solar Panel Seller Addendum to Listing Agreement
- ☐ Form 1344/NPPIAC: Home/Property Inspection Notice and Inspection Reports
- ☐ Form 1010/DOLS: Disclosure of Licensee Status – *required if related or financial interest*
- ☐ Form 1309: Post Settlement Occupancy Agreement
- ☐ Form 1370/NCRLS: Contractor License Status Verification
- ☐ Chevy Chase, Takoma Park, or Garrett Park Town Disclosures
- ☐ Ownership Documentation/Signature Authorization if LLC, Trust, Estate, Divorce, etc.
- ☐ Other: _____
- ☐ Other: _____

Reminder: Listing Paperwork must be submitted to Office BEFORE listing in BrightMLS.