

LISTING CHECKLIST

- _____ Listing Agreement
- _____ Consumer Disclosure Form
- _____ SPIR
- _____ Lead Paint Disclosure (pre 1978)
- _____ Disclosure Information on Testing Drinking Water from **Private** Water Supplies

Legal Research

- _____ Deed
- _____ Survey
- _____ Tax Map
- _____ Listing Card
- _____ Tax Bill
- _____ Grand List
- _____ Assessment _____
- _____ Book _____ Page _____
- _____ SPAN# _____
- _____ Covenants
- _____ By-Laws
- _____ Septic/Wastewater permit

Additional

- _____ Utility Information (form on Private Side)
- _____ Discuss VT State Withholding for out of state Sellers (and/or FIRPTA?)
- _____ Capital Gains
- _____ Right of First Refusal (ROFR) and/or other Encumbrances
- _____ Home Services and/or Security
- _____ Smoke/Carbon Monoxide detectors
- _____ Key/Lockbox
- _____ Tag Key (if kept in office)
- _____ Brochure Box
- _____ Install Sign
- _____ Enter into MLS
- _____ Add to Open House tour (lamoillerealtors.com)
- _____ Report Open House comments to Seller

Marketing

- _____ Photos
- _____ Ad Copy

