












YOUR LISTING APPOINTMENT CHECKLIST

Please have as many of these items ready at the listing appointment:

-  An extra key
-  Copy of your last mortgage statement
-  Copy of your survey, if available
-  Security Alarm Code or Temporary Code
-  Gate Code Information, if applicable
-  Copy of floorplan when you purchased your home
-  Engineer's Report or Inspection Report
-  Repair Receipts

For property management, the following will also be needed:

-  Copy of voided check or deposit slip for rental proceeds
-  Copy of home warranty, if applicable
-  Contact information for pest control, air condition technician, etc.