

Checklist: *MLS Listing*

Property Address _____

Has the listing already been loaded?

☐ No (Office to load) ☐ Yes (MLS number _____)

Will it need to be loaded on another board?

☐ No ☐ Yes (Office to load) ☐ Already Loaded (MLS number _____)

PROPERTY FOR SALE

☐ Current Data Sheet filled out, signed & dated where applicable

☐ Current Listing Agreement filled out, signed & dated where applicable

☐ Current Working With a Realtor filled out, signed & dated where applicable

☐ Mortgage Verification form completed

☐ Current Fintrac completed

☐ Verification of Property Facts completed

☐ Appointment Instructions completed

☐ Explain showing process to Sellers *(for example, what to expect when the Office calls for an appointment)*

☐ Photos and/or additional listing attachments provided to MLS Department *(registrant's disclosure, floor plan, survey, etc.)*

☐ Power of Attorney documents *(if applicable)*

☐ Seller's Direction re: Property/Offers completed, signed & dated where applicable

☐ Entry/Access to Property Tenant Acknowledgement completed *(if applicable)*

☐ Speak to Design Department re: any marketing material required

☐ Privacy Act completed

☐ Authorization form completed

☐ Exception to Listing Agreement completed *(if applicable)*

☐ Multiple Offer Procedure Agreement completed

PROPERTY FOR LEASE

☐ Current Data Sheet filled out, signed & dated where applicable

☐ Current Listing Agreement filled out, signed & dated where applicable

☐ Current Working With a Realtor filled out, signed & dated where applicable

☐ Appointment Instructions completed

☐ Explain showing process to Sellers / Tenants *(for example, what to expect when the Office calls for an appointment)*

☐ Photos and/or additional listing attachments provided to MLS Department *(registrant's disclosure, floor plan, survey, etc.)*

☐ Power of Attorney documents *(if applicable)*

☐ Seller's Direction re: Property/Offers completed, signed & dated where applicable

☐ Entry/Access to Property Tenant Acknowledgement completed *(if applicable)*

☐ Speak to Design Department re: any marketing material required

☐ Privacy Act completed

☐ Authorization form completed

APPOINTMENT INSTRUCTIONS

MLS # _____

Property _____

Agent _____

Appointment Instructions

Min Notice Required: _____ (hours)

Max Appt Duration: ☐ 1 hr ☐ 1/2 hr ☐ 15 mins

Allow Double Bookings: ☐ YES ☐ NO

Admin / Front Desk Instructions (select one box)

CONTACT SELLERS / LISTING CONTACTS:

- ☐ Call listing contact(s) & wait for confirmation
- ☐ Email / Text listing contact(s) & wait for confirmation
- ☐ Leave voicemail & immediately confirm

AUTO- CONFIRM APPOINTMENTS

- ☐ Property is vacant, always confirm
- ☐ Auto Message listing contact(s) and confirm

LISTING AGENT TO CONFIRM

- ☐ Call listing agent for confirmation instructions
- ☐ Page listing agent for confirmation instructions
- ☐ Do not contact listing agent. They will confirm direct.

Page Me Regarding

- ☐ New Appt ☐ Denied ☐ Cancelled
- ☐ Confirmed ☐ Time Change ☐ Reminders

Special Instructions / Time & Day Restrictions

Are there any restricted times / days / special instructions?

Access Instructions:

- ☐ Lockbox
- ☐ Door Code
- ☐ Go Direct
- ☐ Key
- ☐ SentriLock

 **CODE**

Where is the LBX located? / Any other access instructions?

Is there an Alarm? ☐ YES ☐ NO

 **ALARM CODE**

Showing Agent Instructions:

Other info for Showing Agent:

- ☐ Turn Off Lights
- ☐ Remove Shoes
- ☐ Leave Card
- ☐ Lock Doors
- ☐ Call if late
- ☐ Knock First
- ☐ Bring RECO Lic.

Listing Contacts

Name: _____

Phone: (_____) _____ - _____

Email: _____

Notify By:

- ☐ Email
- ☐ Text Msg
- ☐ **Must Call**

Appointment Permissions:

- ☐ Can **Confirm**
- ☐ Can **Deny**

Send The following notifications:

- ☐ New Appt ☐ Denied ☐ Cancelled
- ☐ Confirmed ☐ Time Change ☐ Reminders

Name: _____

Phone: (_____) _____ - _____

Email: _____

Notify By:

- ☐ Email
- ☐ Text Msg
- ☐ **Must Call**

Appointment Permissions:

- ☐ Can **Confirm**
- ☐ Can **Deny**

Send The following notifications:

- ☐ New Appt ☐ Denied ☐ Cancelled
- ☐ Confirmed ☐ Time Change ☐ Reminders

OFFER INSTRUCTIONS

Property _____

Agent _____

When are offers begin accepted? (select one box)

☐ Offers Accepted Anytime

☐ Holding Offer Date

Date: _____ Time: _____

Are you accepting pre-emptive offers: ☐ YES ☐ NO

Other Instructions (select one box)

Are you requesting a minimum irrevocable? ☐ YES ☐ NO

If yes, how long: _____ (hours)

Other details showing agents should know? (explain below)

Offer Submission Method

☐ In Person

At Location: _____

☐ By E-mail

To Email: _____

☐ Fax

To Fax #: _____

☐ Other Method (explain)

Automated Offer Notification - Preferences

When an offer is registered,
Automatically Notify:
(select one)

- ☐ ALL AGENTS WHO'VE SEEN THE PROPERTY (default)
- ☐ ONLY AGENTS WITH REGISTERED OFFERS
- ☐ DO NOT NOTIFY ANYONE

Is there any additional information you would like to include in the automated notification that goes to the showing agents when an offer is registered?

Form 244

for use in the Province of Ontario

RE: LISTING AGREEMENT FOR:

PROPERTY ADDRESS:

BETWEEN:

SELLER:

AND

LISTING BROKERAGE:

MLS® NUMBER(S): **L/BR ID. #**

INTERBOARD MLS® NUMBER: **BOARD:**

LISTING COMMENCEMENT DATE:

THE SELLER ACKNOWLEDGES THAT THIS DIRECTION CANNOT BE CHANGED OR AMENDED OTHER THAN BY A NEW WRITTEN DIRECTION.

The Seller hereby directs the following:

(Seller's Initials)

NO CONVEYANCE OF ANY WRITTEN SIGNED OFFERS prior to on the day of, 20.....
(a.m./p.m.)
(conveyance includes but is not limited to presentation, communication, transmission, entertainment or notification of)

(Seller's Initials)

OTHER DIRECTIONS

(Seller's Initials)

OTHER DIRECTIONS

The Seller acknowledges that the Listing Brokerage has professional obligations to other brokerages and the Listing Brokerage will be complying with rules and regulations with respect to showing of properties and the conveyance of written offers.

The Listing Brokerage agrees to immediately notify the Real Estate Board(s) of this Seller's Direction in accordance with the MLS® Rules and Regulations, provided that this is an MLS® listing.

The Seller and the Listing Brokerage agree that the said Listing Agreement shall remain in full force and effect.

THIS IS NOT A CANCELLATION OF THE LISTING AGREEMENT.

For the purposes of this Direction, "Seller" includes vendor, landlord and lessor, "Buyers" include purchaser, tenant and lessee and Real Estate Board(s) includes Real Estate Association(s).

SIGNED, SEALED AND DELIVERED I have hereunto set my hand and seal:

.....
(Seller)

(Seal)

.....
(Date)

.....
(Seller)

(Seal)

.....
(Date)

.....
(Name of Listing Brokerage)

.....
(Authorized to bind the Listing Brokerage)

.....
(Date)

.....
(Name of Person Signing)

Entry/Access to Property Tenant Acknowledgement

The Seller/Landlord, Tenant(s) and Brokerage representatives acknowledges and understand there are rights and obligations under the relevant *Residential Tenancies Act* that must be adhered to and respected by the Seller/Landlord and their Tenant(s).

SELLER/LANDLORD:

TENANT:

PROPERTY:

BROKERAGE:

The Tenant(s) acknowledges and consents to the entry/access to the above property for the following purpose(s):

1.
(Home Inspection/Appraisal/Contractor Inspection/Showing etc.)

Details of Entry/Access:

2.
(Home Inspection/Appraisal/Contractor Inspection/Showing etc.)

Details of Entry/Access:

3.
(Home Inspection/Appraisal/Contractor Inspection/Showing etc.)

Details of Entry/Access:

The Tenant(s) acknowledges and understands that the listing brokerage representative, the co-operating brokerage representative and the parties identified immediately below, may be present during the entry/access to the property:

.....
.....

Tenant(s) acknowledges and consents to the taking of photographs/videos of the property as required for the purposes of the above described entry/access to the property.

Additional Comments:

.....
.....
.....

I acknowledge having received a copy of this Entry/Access to Property Tenant Acknowledgement.

..... (Signature of Tenant) (Date)

..... (Signature of Tenant) (Date)



Request Form: *Privacy Act*

Agreement

The Seller and the Buyer agree to allow the Listing Broker
(*Royal LePage Signature Realty*) to disclose the sale information for:

Address

Prior to the closing of said transaction.

*Both parties acknowledge that they have been advised that they can
accept or deny this disclosure.*

Signed

Witness

Seller

Date

Witness

Seller

Date

Witness

Buyer

Date

Witness

Buyer

Date

Request Form: *Authorizations*

Agreement & Authorizations

Property Address & Postal code

I / We, _____,

(Seller/s of the above mentioned property) request that there be no

Offers until _____.

_____ I Hereby Direct Royal LePage Signature Realty to Use a
Initial Lockbox on my Property for Convenience of Showings

_____ I Hereby Permit Royal LePage Signature Realty to Host
Initial Open Houses on my Property

Signed

Seller

Date

Seller

Date

Sales Representative / Broker

Date