

First Class Realty Inc., Brokerage
-New Listing Check List-

Date: _____

Address: _____ Price: \$ _____ MLS#: _____

Seller: _____

Does office need to call owner(s)/tenant(s) for permission to do showing? ☐ *Yes* ☐ *No*

Contact Info: Mr. / Mrs. / Ms. / _____

Home / Cell: _____

Alternative Contact: Mr. / Mrs. / Ms. / _____

Home / Cell: _____

Contact's Preferred Language: ☐ **English** ☐ **Mandarin** ☐ **Cantonese**

Lockbox Available? ☐ **Yes** ☐ **No** **Code & Location:** _____

Key Available? ☐ **Yes** ☐ **No** **Location:** _____

☐ **VACANT**

☐ **TENANTED**

☐ **OWNER OCCUPIED**

Are there any pets/animals on the property that we should be aware of? ☐ **YES** ☐ **NO**

Notes: _____

Alarm Code: _____

Showing Instructions (please check either or both):

☐ **General:** Please remove shoes, leave card, lock doors, off lights, and call if canceling or late.

☐ **Please specify special instructions:** _____

***Note to Office Agents:** Office does not take verbal confirmations; if you would like to reply to a showing request, please forward your Touchbase request email/text by email to frontdesk@firstclassrealty.ca*

<i>MLS listing check list</i>		<i>Listing agreement</i>		<i>MLS Data Form</i>
<i>FINTRAC ID form (for sale)</i>		<i>Survey</i>		<i>Property Tax Bill</i>
<i>Land Registry Info</i>		<i>Condo Management Info</i>		<i>Condo Fee Info</i>
<i>Client's consent and acknowledge for lock box, sale signs, photos, and virtual tour etc.</i>				

For sign installations, please go to www.postinstallers.com or E-mail them at sales@postinstallers.com.

You can E-mail your new listing package to office at: frontdesk@firstclassrealty.ca