

## 10 Easy Steps-How to Write a Listing Contract

Assumptions: You have been to the house and done your walkthrough, performed your CMA and presented your listing presentation including the CMA, and now its time to have the seller sign your listing contracts! Wait, did you forget to include your listing contracts? That can be a bad thing if another agent is coming to interview for the job after you. In most referral situations, you review your listing presentation, your CMA, and the seller I am ready to get going. Normally I would have filled out the listing contracts ahead of time. Sometimes I will send electronically to them if it's a repeat customer and I know I have the listing wrapped up. If this is one of your first few listings, here is how you fill out your contract:

- 1) Go to Zip Forms through Summa Base Camp and, and set up a new client listing transaction.
- 2) Select the forms you will need. For the purposes of a standard listing house only, you will select the following forms normally:
  - a. Oregon Real Estate Initial Agency Disclosure Pamphlet. Have the sellers initial all 3 pages indicating you have reviewed with them 3 Pages
  - b. Disclosed Limited Agency Agreement for Sellers 1 Page
  - c. RMLS Oregon Listing Contract Form 3 Pages
  - d. Residential Data Input Form 3 Pages
  - e. Authorization to Exclude from MLS Addendum 2 Pages
  - f. Sellers Property Disclosure Statement 5 pages
  - g. Sellers Property Disclosure Statement Attachment Explanation/Additional Info 1 Page
  - h. Seller Property Tax Disclosure 1 Page
- 3) Go to RMLS "BACK OFFICE" tab and click on Listing Load
- 4) Click on "NEW LISTING"
- 5) Fill in the blanks-Check CONTINUE
- 6) Browse to find your new listing's front photo and load, followed by remainder of 31 photos
- 7) Fill in all blanks, hit save
- 8) Continue all the way down left hand side of column and complete each section. Save Occasionally
- 9) When completed with INPUT, click "FINISH LATER".
- 10) Save a PDF version of the DATA INPUT. DO NOT HIT PUBLISH UNTIL YOU HAVE SIGNED DOCS. THIS STEP SAVES YOU FROM FILLING OUT THE SAME FORM TWICE. If you fill out the zip forms, it is so tiny the TC department will have multiple questions or your seller will have lots of questions. If you use the RMLS tool, it will be easier to read and if there are any changes, you can go back to the "IN PROGRESS" listing and change/edit prior to entry into the RMLS

Now you are ready to get the seller signatures on the data input form and remaining forms!