



## **SUN COUNTRY REALTORS®**

221 E. SPRUCE ST DEMING NM, 88030

OFFICE: 575-544-4450

### **Structure list for Listings: Be on time for appointments**

1-Do walk through. Get as much data as possible.(Residential Data Form) Also get all clients information. Complete name, phone address, email

2- Do Fair Market analysis. Use CMA from Paragon. Check with assessors office for info.

3- If parties agree do Listing agreement (1106)

If older than 1979 do lead base paint addendum (5112) (THIS NEEDS TO BE SIGNED SAME TIME AS LISTING TO BE UPLOADED)

Have client fill out Property Disclosure (2301)

Have client fill out information sheets (signitures, dates and initials)

Earnest money dispute-(2310)

Mediation-(5118)

Get a Home Inspection--HUD 92564

FIRPTA and Taxation (Residential) -2304

Manufactured Housing-(2305) If applicable

Water Rights and Domestic Wells- (2037)

Septic Systems- (2308)

Estimated Tax Levy-(3275)

Mold- (2309)

Clandestine Drug - (2306)

Leadbase Information sheet-(2315)

If property has a tenant please have tenant fill out okay to take pictures-(2110)

4- Take pictures, inside and out

5-Load into Paragon. Also load in lead-base paint if applicable. Also property disclosure, well records, tax levy, septic

6- Listing check list

7.Give to office manager to file. ( Land, Residential , Residential with acreage...)