



# LISTING INSTRUCTIONS (Sale)

*-Instructions for writing up a Listing Package-*

**STEP 1:** Start with the following documents when writing a new listing:

## DEFAULT LISTING PACKAGE:

- **Disclosure Regarding Real Estate Agency Relationships “Listing Firm to Seller”** (CAR form AD)
- **Possible Representation of More than One Buyer or Seller** (CAR form PRBS)
- **Wire Fraud Advisory** (CAR form WFA)
- **Residential Listing Agreement** (CAR form RLA)
- **Seller’s Advisory** (CAR form SA)
- **Affiliated Business Arrangement Disclosure** (Zipform Plus Broker Edition > URG Library)

**STEP 2)** Review the questions on the following pages, to determine if you need to substitute or add any documents to the Default Listing Package above, in order to assemble the appropriate custom listing package for your particular listing.

**STEP 3)** Once you have a fully executed listing package, remember to report it to us (within 48 hours or less) by logging in to the Agent Portal.



- 1) Do \_\_\_\_\_ you have any ownership or financial interest in the property being sold?

**NOTE:** If you are listing your own property, you CANNOT represent the buyer.

**IF YES**, you must follow our “Agent Owned Property” requirements, which can be found in our Document Library > Office Documents. Also, you must disclose the following in the “confidential remarks” area of your MLS listing:

- “Seller discloses that he/she is a licensed real estate broker/salesperson, and is representing himself/herself”

- 2) Are you related to any party in the transaction?

**IF YES**, you must disclose the following in the “confidential remarks” area of your MLS listing:

- “Listing Agent discloses a family relationship with Seller / Other”

- 3) Is there a referral fee due to another brokerage (or an interoffice referral fee due to another URG agent) for referring you the Seller?

**IF YES**, you must follow the instructions based on the applicable scenario below:

If an “Interoffice” Referral Fee is due to another URG agent:

- **Interoffice Referral Fee Agreement**  
(Document Library > Office Documents)  
*\*Obtain up-front with Listing Agreement*

If a Referral Fee is due to another Brokerage:

- **Referral Fee Agreement** (C.A.R form RFA-11)
- **W9 from broker providing you the referral**  
*\*Obtain up-front with Listing Agreement*

- 4) Has the subject property been identified as being contaminated by methamphetamine?

**IF YES**, you must add the following to your listing package:

- **Methamphetamine Contamination Notice**  
(C.A.R form MCN)



5) Is the property is currently occupied by a tenant?

**IF YES**, you must add the following form to your checklist:

- **Keysafe/Lockbox Addendum & Tenant Permission to Access Property (C.A.R form KLA)**  
*\*Obtain up-front with Listing Agreement*

6) Is subject a commercial property?

**NOTE:** If yes, see "Commercial Property Disclosure Exemptions" form in our Document Library.

**IF YES**, you must substitute the following form for the Residential Listing Agreement (RLA):

- **Commercial and Residential Income Listing Agreement (C.A.R form CLA)**

**NOTE:** Instruct all buyers' agents (in the "confidential remarks" area of the MLS listing) to submit their offer to you on CAR form CPA (unless instructed otherwise by Seller).

7) Is the subject property vacant land?

**NOTE:** If yes, see "Vacant Land Disclosure Exemptions" form in our Document Library.

**IF YES**, you must substitute the following form for the Residential Listing Agreement (RLA):

- **Vacant Land Listing Agreement (C.A.R form VLL)**

**NOTE:** Instruct all buyers' agents (in the "confidential remarks" area of the MLS listing) to submit their offer to you on CAR form VLPA.

8) Is the subject property a manufactured / mobile home?

**NOTE:** If property is a "personal property mobilehome", see "Personal Property Mobilehome Disclosure Exemptions" form in our Document Library.

**IF YES**, you must add the following to your listing package:

- **Manufactured Home Listing Addendum (C.A.R form MHLA)**

**NOTE:** instruct all buyers' agents (in the "confidential remarks" area of the MLS listing) to submit their offer to you on CAR form MHPA.



**9) Is the subject property a Probate Sale?**

**NOTE:** If yes, see "Probate Disclosure Exemptions" form in our Document Library.

**IF YES,** you must also add the following to your listing package:

- **Probate Listing Addendum & Advisory** (C.A.R. form PLA)
- **Representative Capacity Signature Disclosure** (C.A.R. form RCSD-S)

**NOTE:** Instruct all buyers' agents (in the "confidential remarks" area of the MLS listing) to submit their offer to you on CAR form PPA. If property in San Francisco, instruct all buyers' agents to add SFCA form APPA-SF to it).

**10) Is the Seller of the property a Trust?**

**NOTE:** If yes, see "Trust Disclosure Exemptions" form in our Document Library.

**IF YES,** you must add the following to your listing package:

- **Trust Advisory** (C.A.R. form TA)
- **Representative Capacity Signature Disclosure** (C.A.R. form RCSD-S)

**11) Is the Seller a Corporation/LLC/Partnership, Trust, Estate, or authorized by power of attorney?**

**IF YES,** you must add the following to your listing package:

- **Representative Capacity Signature Disclosure** (C.A.R. form RCSD-S)

**12) Is the subject property a residential income property (residential property with 2 or more units)?**

**NOTE:** If property has 5 or more units, see "5+ Unit Property Disclosure Exemptions" form in our Document Library.

**IF YES,** you must also substitute the following form for the Residential Listing Agreement (RLA):

- **Commercial and Residential Income Listing Agreement** (C.A.R form CLA)

**NOTE:** Instruct all buyers' agents (in the "confidential remarks" area of the MLS listing) to submit their offer to you on CAR form RIPA.



**13) Has the Seller instructed you to exclude the listing from the MLS?**

**IF YES,** you must add the following to your listing package:

- **Seller Instruction to Exclude Listing From The Multiple Listing Service** (C.A.R. form SELM)

**NOTE:** Submit a copy of this completed form to your MLS as well.

**14) Is this an REO transaction?**

**NOTE:** If yes, see "REO Disclosure Exemptions" form in our Document Library.

**IF YES,** you must add the following to your listing package:

- **REO Advisory (Listing)** (C.A.R form REOL)

**15) Is this a short sale listing?**

**IF YES,** you must add the following to your listing package:

- **Short Sale Information and Advisory** (C.A.R form SSIA)

If you will be using the services of a 3<sup>rd</sup> party short sale negotiator, you must ensure that the negotiator 1) is licensed, and 2) provides the following disclosures to the Seller(s) (please obtain a copy of the signed disclosures and add them to your listing reporting submission):

- **Mortgage Assistance Relief Services Short Sale Negotiation Notice** (C.A.R form MARSSN)  
To be provided to Seller by 3<sup>rd</sup> party negotiator at the time they are assigned to negotiate the file.
- **Copy of SS negotiator's real estate license**

**16) Will some or all of your communications with our client go through an interpreter / translator?**

**IF YES,** you must add the following to your listing package:

- **Interpreter/Translator Agreement**  
(C.A.R form ITA)