SELLERS - Forms Cheat Sheet

When starting with a SELLER you will need them to sign:

03 – Base Commission Fee	Do not send to other agent or put in the MLS.
07 – Contact Information – just fill out	Do not send to other agent or put in the MLS.
08 – ALTA Permission	Do not send to other agent or put in the MLS.
RF 101 – Listing Agreement	Do not send to other agent or put in the MLS.
RF 201 or RF 203 - Property Disclosure	
RF 301 – Agency Explanation	Do not send to other agent or put in the MLS.
RF 302 – Confirmation of Agency	Seller to sign and put on MLS.
RF 304 – Disclaimer	Do not send to other agent or put in the MLS.
RF 308 – Wire Fraud	Do not send to other agent or put in the MLS.
RF 309 – COVID Notice	Do not send to other agent or put in the MLS.

MLS Listing

When LISTING a Home – **You will only put the following on the MLS** (as applies):

R 201 or R 203 – Property Disclosure
RF 302 – Agency Confirmation
Offer Instruction Sheet
Photos
Video Link

Upload Under Docs:

- Utility Numbers
- PUD Information
- Restrictions
- Septic Info – If applies
- Personal Interest Disclosure – If applies

There will be other forms during the process that you will/may be using. The forms shown here are what gets the deal started.
NONE of the GER forms go on the MLS or to the other party!
All documents are due to Georgia within 15 days of binding contract agreement. (After home inspection.) Send remainder right before closing.