

# LISTING CHECKLIST



EMAIL listing documents to PAPERLESS PIPELINE:  
[4408-10533-1265@docs.paperlesspipeline.com](mailto:4408-10533-1265@docs.paperlesspipeline.com)

**ALL LISTING PAPERWORK MUST BE COMPLETE**

STREET ADDRESS \_\_\_\_\_ MLS # \_\_\_\_\_

CITY \_\_\_\_\_ ZIP \_\_\_\_\_ LIST PRICE \_\_\_\_\_

EXPIRATION DATE \_\_\_\_\_ LISTING AGENT(S): \_\_\_\_\_  
OFFICE: Cool Springs Midtown Murfreesboro

Please submit the following:

- Printout of Active MLS Sheet
- Showing Instructions
- Listing Agreement (TAR form RF101 or TAR form RF131)
- Confirmation of Agency Status (TAR form RF302)
- TN Residential Property Condition Disclosure (TAR form RF201) or Exemption Notification (TAR form RF203)
- Disclaimer Notice (TAR form RF304)
- RESPA Affiliated Business Disclosure
- (If applicable) Lead-Based Paint Disclosure (pre 1978) (TAR form RF209)
- (If applicable) Subsurface Sewage Disposal System Permit Disclosure (TAR form RF208)
- (If applicable) Personal Interest Disclosure (TAR form RF305)
- (If short sale) Short Sale Listing Amendment (TAR form RF602) & Short Sale Disclosure (TAR form RF713)
- (If applicable) Referral Agreement (TAR form RF701) **NOTE: Benchmark's policy is for the closing agency to pay all outbound referrals, at the closing table.**

**Notes:**

**If applicable, check appropriate box:**

- Relist  Limited Service Listing  New Construction  Short Sale