



Listing Entry Checklist

CERTIFIED DISTRESSED
PROPERTY EXPERT®

Date _____ Owner _____

Address _____

Prepared by _____ MLS # _____

- Create a new listing file
- E-mail / Fax / Mail (CIRCLE ONE) signed paperwork to seller within 24 hours
- Input property into MLS - MLS # _____
- Broker / Agent Remarks

CDPE, Commission to be split_____, Contingent on 3rd party approval,

Only one contract will be submitted to lender, *HAFA approved

- Upload photos into MLS
- Create virtual tour
- Place virtual tour link on MLS
- Set up price change reminders in file management system
- If short sale, Fax authorization to lender(s)
- Confirm Fax within 24 to 48 hours
- Send thank you note to seller
- If HAFA, see HAFA checklist for special instructions
- Turn complete listing file into brokerage office
- Create separate folder for short sale packet
- _____
- _____
- _____
- _____
- _____