

Listing Forms

Accurate forms, clauses, and checklists are essential to keeping every transaction organized, compliant, and moving forward. Administrators play an important role in ensuring the correct documents are prepared, completed, submitted, and tracked at the right stage of the deal.

The Team Playbook includes dedicated sections for listing, buyer, landlord, and tenant transactions, along with forms and clause resources, templates, checklists, and standard procedures. Use these resources as a reference when preparing a file, confirming requirements, or supporting an agent through a transaction.

When in doubt, refer to the appropriate Team Playbook section and confirm the next step before proceeding.

SESSION 3 • FORMS, CLAUSES AND COMPLIANCE

Forms for Listing

Forms needed to stay compliant for a listing





RECO
Information
Guide



Listing
Agreement



Schedule A to
the Listing
Agreement



MLS®
Data Form



Fintracker –
Individual
Information
Record



Listing
Appointment
Info Sheet



Sign Order
Form (if
needed)



Strong systems create a better listing experience.

Possible Additional Forms

Additional listing and sold-transaction forms to watch for

1 Possible Additional Forms



1. Seller's Direction re: Offers



2. Entry / Access to Property



3. Consent to Advertise



4. Registrant Disclosure of Interest



5. Disposition of Property



6. Amendment to the Listing Agreement

2 When a Listing Is Sold



1. Confirmation of Co-operation and Representation



2. Agreement of Purchase and Sale



3. Copy of Property Listing



4. Agent Sales Info Sheet



5. Waivers and/or Fulfilments



6. Signed Trade Record Sheet



7. Signed Schedule "B" to the APS



Admin Takeaway: Know which extra forms may be needed during the listing, and which forms are triggered once the property sells.

These are the forms that will be needed to stay complaint for a Listing;

- ☐ RECO Information Brochure
- ☐ Listing Agreement
- ☐ Schedule A to the using agreement
- ☐ MLS® Data Form
- ☐ Fintracker- Individual Information Record
- ☐ Listing Appointment Info Sheet
- ☐ Sign Order Form (if needed)
- ☐ Schedule B for the Agreement Of Purchase and sale

Additional Forms need when the listing has sold;

- ☐ Sellers Direction of Offers
- ☐ Entry Access to property
- ☐ Consent to Advertise

☐ Registrant Disclosure of interest - Disposition of Property

☐ Amendment to the listing Agreement

When a listing is sold these additional form will be needed;

☐ Confirmation of Co-op and Representation

☐ Agreement of Purchase and Sale

☐ Copy of Property Listing

☐ Agent Sales Info Sheet

☐ Waivers and/or Fulfilments

☐ Deposit Receipt

☐ Signed Trade Record Sheet

Revision #4

Created 22 June 2026 13:40:28 by Eryn Richardson

Updated 22 June 2026 17:52:30 by Eryn Richardson