



Instructions for Creating a Listing Agreement Packet

To ensure a smooth and compliant listing process with **Firelight Realty**, follow these step-by-step instructions to create a complete listing agreement packet. All required forms must be submitted to Firelight Realty for compliance and record-keeping. You can access all necessary forms in your agent dashboard.

Step 1: Exclusive Right of Sale Listing Agreement

- Complete the Exclusive Right of Sale Listing Agreement form.
- This agreement establishes the agent's exclusive right to market and sell the property.

Step 2: MLS Residential Data Form or MYStateMLS Listing Data Sheet

- If using the MLS, fill out the MLS Residential Data Form.
- If using MYStateMLS, complete the MYStateMLS Listing Data Sheet available in your MYStateMLS Dashboard.

Step 3: Seller's Property Disclosure

- Provide the Seller's Property Disclosure form to the seller.
- The seller must complete this form themselves.
- **For condominiums:** Use the Seller's Property Disclosure Condominium form instead.

Step 4: Flood Disclosure

- Complete the Flood Disclosure form.
- This is required for all residential properties.

Step 5: HOA Disclosure (If Applicable)

- If the property is located in a Homeowners Association (HOA), include the HOA Disclosure form.

Step 6: Condo Rider A (If Applicable)

- If the property is a condominium, include the Condo Rider A form.

Step 7: Licensee Disclosure (If Applicable)

- If either the buyer or seller involved in the transaction holds a real estate license, include the Licensee Disclosure form.

Note for Condominiums in Master Planned HOAs

- If the property is a condominium within a master planned HOA, include both the HOA Disclosure and the Condo Rider A forms