

Listing Agent Document Checklist

This Listing Agent Document Checklist is intended to help listing agents know which documents are needed by the National Real Estate Law Group (NRELG), in order for them to begin a short sale negotiation.

All documents listed below must be scanned and uploaded online at www.nrelg.com. Choose the “Submit Forms” button along the top menu and follow the instructions to upload documents.

The Law Firm can upload the documents for you for a separate administrative fee of \$250. Please contact info@nrelg.com for details.

- Listing Agreement (signed and dated)
- All listing agreement addenda ([including authorized price reductions](#)) (signed and dated)
- Ratified Sales Contract (signed and dated)
- All addenda to sales contract (including short sale addenda) (signed and dated)
- MLS printout showing listing price reductions
- Traffic report which shows the amount of visitors during the listing (if available)
- CMA (most recent, if available)

NRELG is not able to start the short sale negotiation process without these documents. Your timely assistance is appreciated. Please call 703-734-0026 with questions or concerns.