



Instructions for completing the Forms

e-ListState.com is an internet MLS Listing company. If you have questions, please read the Frequently Asked Questions (FAQ) located on the home page in the bottom menu or write: LeslieRae@e-ListState.com

Forms are available in the Word format. If you want the forms emailed to you in the Word format, send a request to LeslieRae@e-ListState.com

1. Agency Disclosure File. This file contains THREE disclosure forms. Sign page 1, 2 and page 3. FAX pages 1, 2 and 3 only (I do not need page 4).
2. Real Property Listing Agreement . Complete the form, initial all pages and sign page 5.
3. MLS Property Info form (or use the Land Input Form if you are selling a land parcel). Complete all asterisk fields to the best of your ability. These are required fields for the MLS and Realtor.com.
3. Submit the forms to: LeslieRae@e-ListState.com or print and FAX to 800-930-3967
5. email photos to: LeslieRae@e-ListState.com Photos should be in the .jpg format and about the size of 600 wide x 450 high. Notice, more wide than high make the best pictures.
6. Payment is not due until after you receive a copy of your listing in the MLS. An invoice will be emailed to you. You have the choice to pay by credit card using the secure credit card services of Paypal. Or you may mail a check.

Checks should be written to: e-ListState.com.

Mail checks to:

Leslie Young, Broker
e-ListState.com,
P.O. Box 261
Volcano, CA 95689

FAX the documents Toll Free to: 800-930-3967
Backup FAX Number: 209-295-1958

