

**SIGN UP MEETING CHECKLIST**

1. Current form 6

2. Marketing proposal

3. Make sure form 6 matches proposal

4. Schedule to form 6 creating an open at the end of sole exclusive .
(schedule or part 4 section 4)

5. Explanation of how exclusive works (poa s?)

6. Prior appointments advice

7. Authority for termination of prior listing

8. Extra schedule with check a box x 3