



To Accompany All Listings

If sending paperwork by email, please send to: info@ethosrealty.ca

Property: _____
(Full address of property with postal code)

Agent(s): _____

Please submit/attach the following material:

- Completed and signed Listing Agreement
- Completed Customer Contact Information Sheet
- Completed and signed Limited Joint Representation Form
- Are you (the REALTOR®) providing the Title Search? Yes No
(If not provided, Ethos will automatically conduct a title search and charge-back the expense)
- MLS # _____, or listing will be uploaded on (date) _____
- Feature Sheet Request Form attached (if applicable)

It is the agent's responsibility to inform Ethos Realty of the following:

- Changes to the listing price.
- Changes to the listing status.
(Listings being withdrawn or transferred will require the applicable form to be completed by the agent and signed by an Ethos Broker. It is the agent's responsibility to send the completed form to the Winnipeg Regional Real Estate Board in a timely manner).
- Listings that are being renewed (with a copy of the new contract).
- Listings that are expiring and not being renewed.

Note: Deposit cheques for sold listings must be provided to the office as soon as possible, as they must be deposited into the Trust Account within 24-hours of receipt. A written explanation must be provided for the file for any deposit cheques not provided within the required timeframe.