

Compliance Checklist - Sales Listings ^(v1)

Address:	6 Richardson Grove Mildura 6	Listing ID:	1P12943
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Sale Method:	Private	Date/Time:		Key No:	
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Photo Date:	24/08/2026	Launch to web:	25/08/2026	Erect Sign:	25/08/2026
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Solicitor / Conveyancer:	Sally All State
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Initial Marketing Price:	\$ 550,000.00	to	\$ 605,000.00
Price Adjustment:	\$ 540,000.00	to	\$ 594,000.00
Price Adjustment:		to	

Just Listed Checks	Completed by:	DM	07/08/2026
Is there a copy of the agent's appraisal on file	YES		
Is the CMA on file with comparable sales supportive of the appraisal price	YES		
ID Verification has been completed by all vendors (including each director/beneficial owner)	YES		
Copy of Complete authority on file (all pages, signed and dated, AML/CTF box ticked)	YES		
If Authority is signed by POA/Executor - is this documented and evidence on file	Not Applicable		
Agent's estimated selling price (lower end) aligns with appraisal/comparable evidence	YES		
Upper level of price on Authority is no more than 10% above the lower level	YES		
Commission rate is clear and concise (example figure provided when a percentage rate is used)	YES		
Title Search or other appropriate proof of ownership on file confirming vendor	YES		
Statement of Information prepared in accordance with agent's instructions	YES		

Launch to Market Checks	Completed by:	DM	07/08/2026
Listing price on internet is as per the authority or written request from the vendor	YES		
Hidden range internet search complies with the lower end of the marketing price	YES		
Authority Exclusive expiry date checked and entered into the CRM	YES		
Proposed Marketing equal to or less than the agreed VPA on Authority	YES		
Section 32 / Draft Contract on file	-		
Names on Authority remain compliant with Section 32 / Draft Contract	-		
REA Premiere+ property launch	YES		
Social Media Strategy	NO		
Post Listing communication and SOI sent to Vendor with price confirmation	-		

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Price Adjustment Checks	Completed by:		
Has the agent provided reasonable justification, including file notes	-		
Is the vendor's written agreement to change the advertising price recorded in the file	-		
Has the agents' estimated selling price on Authority been updated (if applicable)	-		
New Agents estimated selling price:	-		
Is there a subsequent marketing schedule or additional VPA recorded on file	-		
Has the Statement of Information been updated & uploaded to CRM (inc comps if relevant)	-		
Has the price range been updated on all marketing	-		

Sold Checks	Completed by:		
Is the Authority still current (within the agreed date period)	-		
Where sold at Auction, has the Vendor completed, dated and initialled the reserve	-		
Has the Contract and Vendor Statement been correctly signed and dated by all parties	-		

Admin Marketing Checklist

Update Contact Details	☒	Ad Copy	☒	VPA added	☒
Change Status to Listing	☒	Photos/floor plan uploaded	☒	Key & access details entered	☐
Campaign Agent actioned	☒	Sales Order Created	☒	Preview sent to sales team	☐
Brochures	Sunnyland	☒	Signboard ordered	6x4 Stock	☒

Additional Notes

price change - no intrest