

Listing-verification worksheet

Use one sheet per property. Copy each claim as stated, name the evidence and date, and assign a next action. Mark unknowns explicitly. This research record does not determine contract rights or deadlines.

Address / unit _____

Listing ID / source / date viewed _____

Availability confirmed by / date _____

Claims and evidence

Topic	Listing claim	Evidence / source date	Next action / owner
Area / measurement			
Bedrooms / use			
Lot / access / parking			
Roof / systems			
Dues / taxes			
Included features			
Map / image date			

Decision record

Most important confirmed fact _____

Conflict or unanswered question _____

Professional to contact / agreed next date _____

Example: 1,600 sq ft above grade + 600 sq ft finished basement = 2,200 sq ft total. Reconcile the definitions, measurement method and permitted use; addition alone resolves only the arithmetic.

Guide and source context: <https://yenra.com/mls-real-estates-listings/>

Primary starting points: [NAR MLS guide](#) | [CFPB inspection guidance](#)