

In-house Listing Information

Fill in Completely

Short Sale? Yes ___ No ___ Contract# _____ (office generated) MLS# _____

Price \$ _____ Listed Date: _____ Expiration Date: _____

Buyer Broker? Yes ___ No ___ Intra Company Agent? Yes ___ No ___ HMS OR 2-10 Warranty: Yes ___ No ___

Agency Disclosure Signed By: Seller _____ and Purchaser _____ Dual Agency Form Signed By: Seller _____ and Purchaser _____

Sale Source _____ Transaction Fee paid by: Client _____ Agent _____

A) Prof. Contract B) Former Customer/Client C) Friend/Neighbor/Relative/Club Assoc. (D) Recommended by Someone

(E) Prospecting

1. Farming

2. Open House

3. FSBO

4. Random Mail/Phoning

5. Business Reply

6. Expired Listing

7. Cold Call

8. Other _____

(F) Advertising

1. Herald Mail

2. Real Estate Magazine

3. Other _____

(G) Referral

1. RELO

2. Other Broker

3. MAC Agent

4. Management

5. Other _____

(H) Floor

1. Walk-in

2. Newspaper

3. Yard Sign

4. Homes Magazine

HMS OR 2-10 Home Warranty: Yes ___ No ___ Lock Box Code: _____

Property Style (choose from below) _____

Subdivision _____

RA RANCHER

RR RAISED RANCH

CC CAPE COD

2S 2 STORY

2+ 2+ STORIES

SL SPLIT LEVEL

SF SPLIT FOYER

CM CONTEMPORARY

VC VICTORIAN

TU TUDOR

DU DUPLEX

TH TOWNHOUSE

CO CONDO-APT

MH MOBILE HOME

BU BUNGALOW

OT OTHER

CB COMMERCIAL BLDG

BO BUSINESS ONLY

LB BLDG LOT UNDER 1 ACRE

LT BLDG LOT OVER 1 ACRE

LA 10-25 ACRES

LF OVER 25 ACRES

Lot Size: _____ acres. # Floors _____ #Baths: Full _____ Half _____ #BR _____

Property Address: _____ Zip: _____

Seller Name: _____ Phone: _____ Phone: _____

Seller Mailing Address: _____

E-Mail: _____ E-Mail: _____

Total Commission: _____% Listing Commission: _____% Sale Commission: _____% Approved by: _____

Listing Agent: _____ S/A# _____

Referral: Name _____ Referral Fee: _____ Sheet Attached? Y N

Tenant Name: _____ Phone: _____

Agency Disclosure _____ Dual Agency Consent Yes ___ No ___ Forms on File Yes ___ No ___

Attached CSS sheet with phone numbers and showing instructions.

Digital Photos on file server or emailed to Ag Services _____ File Name: _____

Picture ID to use main photo for ads _____