

LISTING & SALES INFORMATION FOLDER

Broker File No. _____ Office _____

LISTING

SALE

PROPERTY INFORMATION

Street Address _____

City _____ County _____ State _____ Zip _____

Property Type: SFR, Condo, Townhouse, Duplex, Farm, Mobile Home,
 Apartment, Vacant Land, Commercial, Other (specify) _____

Special Features / Description _____

SALE INFORMATION

Listing Price \$ _____

Selling Price \$ _____

Listing Date _____

Sale Date _____

Expiration Date _____

Estimated C.O.E. _____

MLS # _____

Commission % _____

Property Class Residential Commercial

Gross Commission \$ _____

LISTING OFFICE

Listing Office _____

Address _____

City _____ State _____ Zip _____

Agent _____ No. _____

Tel _____ Fax _____

E-mail Address _____

SELLING OFFICE

Listing Office _____

Address _____

City _____ State _____ Zip _____

Agent _____ No. _____

Tel _____ Fax _____

E-mail Address _____

LISTING OFFICE

Name(s) _____

Residing at Property Listing YES NO

Address _____

City _____ State _____ Zip _____

Home Tel _____ Work Tel _____

Employer _____

After Close of Escrow

Address _____

City _____ State _____ Zip _____

New Home Telephone _____

SELLING OFFICE

Name(s) _____

Address _____

City _____ State _____ Zip _____

Home Tel _____ Wk Tel _____

Employer _____

Buyer Moving to this Listing YES NO

New Home Telephone _____

Notes on buyer _____

OUTSIDE SERVICES

Escrow Co. _____ Officer _____

Escrow Number _____ Escrow Tel. No. _____ Fax No. _____

Lender _____ Loan Rep. _____ Tel. _____ Fax _____

Title Co. _____ Officer _____ Tel. _____ Fax _____

Home Warranty Co. _____ Contact _____ Tel. _____ Fax _____

Termite Co. _____ Contact _____ Tel. _____ Fax _____

MARKETING

"For Sale" Sign Needed? Yes No Sign Ordered? Yes No Sign Company _____

Advertising Flyer Needed? Yes No Request for Photograph of Property? Yes No

Open House Schedule: #1 Date _____ Time _____ #2 Date _____ Time _____ #3 Date _____ Time _____

