

LISTING COVER SHEET



Must be submitted with every listing

AGENT INFORMATION

Agent Name: _____

Phone: _____

Referral Agent _____

Phone: _____

PROPERTY INFORMATION

Property Address: _____

City: _____ Zip: _____

Seller's Name(s): _____

Sellers Address: _____
(if different from above)

City: _____ Zip: _____

Sellers Home Phone: _____

Sellers Email Address: _____

Work Phone: _____

List Date: _____

Expiration Date: _____

Listed Price: _____

Commission: _____ %

Relocation Company: _____

Phone: _____

Order 360 House Tour Yes No

_____ Title Co.

Standard Tour: \$69 Luxury Tour: \$99

_____ Title Rep. Phone

SHOWING INSTRUCTIONS

Showing Instruction: _____

IF OCCUPIED BY TENANTS:

Occupant's Name(s): _____

Occupant's Home Phone: _____

Occupant's Work Phone: _____

REQUIRED WITH ALL LISTINGS

Listing Contract & Agency Disclosure (Form A)

Flyer Order Form

Board of Realtors MLS Listing (From B)

Pictures Provided? Paper Digital

Seller's Property Disclosure