

# 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