

# LISTING INPUT FORM

TURN IN THIS FORM WITH LISTING INFORMATION  
THIS IS A REQUIRED FORM—PLEASE COMPLETE ALL BLANKS AS APPLICABLE

PROPERTY ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

## SELLER INFORMATION

LAST NAME \_\_\_\_\_ HOME # \_\_\_\_\_

FIRST NAME \_\_\_\_\_ CELL # \_\_\_\_\_ WORK # \_\_\_\_\_

FIRST NAME \_\_\_\_\_ CELL # \_\_\_\_\_ WORK # \_\_\_\_\_

SELLER'S TENANT NAME \_\_\_\_\_ CONTACT # \_\_\_\_\_

OCCUPIED: YES NO E-MAIL ADDRESS: \_\_\_\_\_

OWNERS ADDRESS (IF DIFFERENT FROM ABOVE) \_\_\_\_\_

SALUTATION FOR CORRESPONDENCE: Dear: \_\_\_\_\_

## DETAILED SHOWING INSTRUCTIONS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

LOCKBOX TYPE: \_\_\_\_\_ SENTRI LOCK → SERIAL # \_\_\_\_\_  
\_\_\_\_\_ COMBO LOCK → CODE: \_\_\_\_\_

LOCATION OF BOX: \_\_\_\_\_

ALARM SYSTEM: YES NO KEY PAD LOCATION: \_\_\_\_\_ ALARM CODE: \_\_\_\_\_

INSTRUCTIONS TO ARM/DISARM \_\_\_\_\_

## LISTING INFORMATION

LISTING AGENT: \_\_\_\_\_ CO-LISTING AGENT: \_\_\_\_\_

LISTING DATE: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

LISTING PRICE: \$ \_\_\_\_\_



**REQUIRD PAPERWORK**

- \_\_\_\_\_ COMPLETED MLS INPUT SHEET
- \_\_\_\_\_ EXCLUSIVE RIGHT TO SELL
- \_\_\_\_\_ PROPERTY DISCLOSURE FORM OR EXEMPTION
- \_\_\_\_\_ LEAD BASED PAINT (IF BUILT BEFORE 1978)
- \_\_\_\_\_ OPEN HOUSE LIABILITY RELEASE
- \_\_\_\_\_ ADVERTISING FORM
- \_\_\_\_\_ PERSONAL INTEREST DISCLOSURE (IF APPROPRIATE)
- \_\_\_\_\_ PHOTO

**PAPER WORK NEEDED / ESTIMATED TURN IN DATE**

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**PHOTO CAPTIONS**

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- 2.
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