

LISTING & SALES INFORMATION FOLDER

Broker File No. _____ Office _____ Listing Sale

PROPERTY INFORMATION	
Street Address _____	
Special Features / Description _____	
City _____	County _____ State _____ Zip _____
Property Type _____	MLS# _____

SELLING INFORMATION	
Listing Date _____	Selling Price \$ _____
Listing Expiration Date _____	Sale Date _____
Listing Price \$ _____	Estimated C.O.E. _____
Reduced Price \$ _____	Commission % _____
Offers \$ _____ \$ _____ \$ _____	Gross Commission \$ _____

LISTING OFFICE
Listing Office _____
Address _____
City _____ State _____ ZIP _____
TEL # _____ FAX # _____
D.R.E. # _____
Agent Name _____
Agent's Public ID # _____
Agent's CELL # _____
Agent's E-Mail _____

SELLING OFFICE
Selling Office _____
Address _____
City _____ State _____ ZIP _____
TEL # _____ FAX # _____
D.R.E. # _____
Agent Name _____
Agent's Public ID # _____
Agent's CELL # _____
Agent's E-Mail _____

SELLER'S INFORMATION
Name(s) _____
Residing at Property Listing <input type="checkbox"/> Yes <input type="checkbox"/> No
Address _____
City _____ State _____ ZIP _____
TEL # _____ FAX # _____
CELL # _____
E-Mail _____
Address _____
City _____ State _____ ZIP _____

BUYER'S INFORMATION
Name(s) _____
Address _____
City _____ State _____ ZIP _____
TEL # _____ FAX # _____
CELL # _____
E-Mail _____
Buyer Moving to Listing Address <input type="checkbox"/> Yes <input type="checkbox"/> No
New Home Tel # _____
Notes on Buyer _____

OUTSIDE SERVICES
Escrow Co. / Lawyer _____ Escrow # _____ Officer _____
E-mail _____ TEL No. _____ FAX No. _____
Termite Co. _____ Home Warranty Co. _____
Loan Co. _____ Loan # _____ Officer _____
E-mail _____ TEL No. _____ FAX No. _____
Title Co. _____ Title Order # _____ Officer _____
E-mail _____ TEL No. _____ FAX No. _____

MARKETING
"FOR SALE" Sign Needed? <input type="checkbox"/> Yes <input type="checkbox"/> No Sign Ordered? <input type="checkbox"/> Yes <input type="checkbox"/> No Lock Box _____
Advertising Flyer <input type="checkbox"/> Yes <input type="checkbox"/> No Request for Photograph of Property <input type="checkbox"/> Yes <input type="checkbox"/> No
Open House Schedule: #1 Date _____ Time _____ #2 Date _____ Time _____

Done
Received Date

FORMS CHECK LIST

Property Address: _____

Type of Property _____ Sales Price _____ MLS # _____

Listing Documents

Due Order Date	Done Received Date	In File	
_____	_____	[]	Agency Disclosure
_____	_____	[]	Exclusive Authorization and Right to Sell _____ Date Listed
_____	_____	[]	Sellers Estimated Net Proceeds
_____	_____	[]	Transfer Disclosure Statement
_____	_____	[]	Sellers FIRPTA Affidavit
_____	_____	[]	Property Profile
_____	_____	[]	Sign Up Form
_____	_____	[]	MLS Printout or _____ Notice of None Publication
_____	_____	[]	"For Sale" Sign Request
_____	_____	[]	Advertising Flyer
_____	_____	[]	_____
_____	_____	[]	_____
_____	_____	[]	_____

Sales Documents

Due Order Date	Done Received Date	In File	
_____	_____	[]	Agency Disclosure: Seller _____ Buyer _____
_____	_____	[]	Purchase Contract & Deposit Receipt _____ Date COE
_____	_____	[]	Counter Offer(s) # _____, # _____, # _____, # _____ .
_____	_____	[]	Transfer Disclosure Statement
_____	_____	[]	Buyer/Broker Representation Agreement
_____	_____	[]	Buyers Purchase Cost Sheet
_____	_____	[]	Data Base Disclosure
_____	_____	[]	Smoke Detector & Water Heater Statement
_____	_____	[]	Earthquake Disclosure Report
_____	_____	[]	Natural Hazard Disclosure
_____	_____	[]	Lead Based Paint Disclosure
_____	_____	[]	Booklets: _____ Earthquake Hazards, _____ Environmental Hazards
_____	_____	[]	Buyers FIRPTA _____, Sellers FIRPTA _____
_____	_____	[]	Home Inspection Report _____ Company
_____	_____	[]	Commission Instructions
_____	_____	[]	CC&R's, Association By-laws, etc., <i>if applicable</i>
_____	_____	[]	Escrow Instructions and ALL Amendments
_____	_____	[]	Copy of Deposit Check
_____	_____	[]	Trust Account Log Completed
_____	_____	[]	Seller Financing Agreement, <i>if applicable</i>
_____	_____	[]	_____
_____	_____	[]	_____
_____	_____	[]	_____
_____	_____	[]	_____
_____	_____	[]	_____

Closing Documents

Due Order Date	Done Received Date	In File	
_____	_____	[]	Walk-thru. Signed Acceptance or Waiver _____
_____	_____	[]	Home Warranty or Waiver _____
_____	_____	[]	Termite Inspection Report and Completion or Waiver _____
_____	_____	[]	Escrow / Lawyers Closing Statement
_____	_____	[]	Preliminary Title Report - Title Co. _____
_____	_____	[]	"Sign Down" Form Completed
_____	_____	[]	MLS Printout Reporting Sale
_____	_____	[]	Commission Voucher
_____	_____	[]	Final Checks
_____	_____	[]	Outside Referral Due: ____ Yes ____ No Taxpayer I.D. # _____
_____	_____	[]	_____
_____	_____	[]	_____
_____	_____	[]	_____

