

# 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  Yes  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  Yes  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?  Yes  No Sign Ordered?  Yes  No Lock Box \_\_\_\_\_  
 Advertising Flyer  Yes  No Request for Photograph of Property  Yes  No  
 Open House Schedule: #1 Date \_\_\_\_\_ Time \_\_\_\_\_ #2 Date \_\_\_\_\_ Time \_\_\_\_\_