



REAL ESTATE

Listing Cover Sheet

New listing Re-list Sold before processing Lockbox # _____

Listing agent: _____ **Date:** _____

Listing Property Address _____

City _____ State _____ Zip _____

List price \$ _____ MLS Area _____ MLS # _____ EXP Date: _____

Total Commission: _____ % Listing Office _____ % Selling Office _____ %

Sellers Names _____

Mailing Address _____

City _____ State _____ Zip _____

Home Ph _____ Bus. _____ Fax _____

Selling CO. _____ Name _____ Ph# _____

Closing Date _____ **Possession/Funding Date** _____

Title Co _____ Escrow Officer _____ Phone _____

Earnest \$ _____ Delivered to _____ Attach copy of receipt to this form.

Mortgage Co. _____ Loan Officer _____

Phone _____ Fax _____ Email _____

Documents Required in listing package:	Other documents that may accompany agreement:
____ Listing Cover sheet (this form)	____ Exhibits / Addendums / Amendments (both Sig)
____ Basic Licensee Duties	____ Referral agreement (if applicable)
____ Listing Agreement	____ Sellers Estimated proceeds (net out)
____ Lead Base Paint Addendum (both sig)	____ Mortgage Info
____ Sellers Property Disclosure (both sig)	____ Home Warantee' (if applicable)
____ Lockbox authorization	____ Title Binder
____ Key Authorization	____ Survey
____ Water and Road Rights	____ Inspections
____ Purchase Agreement (both sig)	____ Other

B2 Office Approval _____ Date _____