



# 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 \_\_\_\_\_