

**LISTING***In-House Listing Information**-Fill in Completely-*

Contract# \_\_\_\_\_ (office generated) MLS# \_\_\_\_\_

Price \$: \_\_\_\_\_ Listed Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Sale Source: \_\_\_\_\_ (example: past client, friend, ad, newspaper, walk-in, referral, open house, etc. )

Listing Type: Exclusive Right \_\_\_\_\_ Exclusive Agency \_\_\_\_\_ Open \_\_\_\_\_

HMS or 2-10 Warranty: Yes \_\_\_\_\_ No \_\_\_\_\_ - Provided by Buyer \_\_\_\_\_ or Seller \_\_\_\_\_

**PROPERTY INFORMATION**

Property Address: \_\_\_\_\_

Subdivision \_\_\_\_\_

Seller Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Alt Phone: \_\_\_\_\_

Seller Mailing Address: \_\_\_\_\_

E-Mail: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Total Commission: \_\_\_\_\_ % Listing Commission: \_\_\_\_\_ % Sale Commission: \_\_\_\_\_ % Approved by: \_\_\_\_\_

Listing Agent: \_\_\_\_\_ Phone: \_\_\_\_\_

Showing Instructions: \_\_\_\_\_ Lock Box Code: \_\_\_\_\_

Tenant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**REFERRAL INFORMATION**

Referral Agent Name: \_\_\_\_\_

Relo or Non-Relo

Referral Brokerage Name: \_\_\_\_\_

Address: \_\_\_\_\_

Referral Fees %: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

**SHOWING INFORMATION**

Showing Instructions: \_\_\_\_\_ Lock Box Code: \_\_\_\_\_

Tenant Name: \_\_\_\_\_ Phone: \_\_\_\_\_