

# PROPERTY LISTING WORKSHEET

Client \_\_\_\_\_

Address \_\_\_\_\_

Referred by \_\_\_\_\_

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**Listing** (Shackle Code: \_\_\_\_\_)

Property \_\_\_\_\_

\_\_\_\_\_

Listing date \_\_\_\_\_

Expiration date \_\_\_\_\_

Information in office books \_\_\_\_\_

Info e-mailed to key agents \_\_\_\_\_

Entered in MLS \_\_\_\_\_

Seller Disclosure to MLS \_\_\_\_\_

Sign & Lockbox out \_\_\_\_\_

Office Tour scheduled \_\_\_\_\_

Loan info. requested \_\_\_\_\_

Res. Service Contract \_\_\_\_\_

Confirmation # \_\_\_\_\_

Seller copies delivered \_\_\_\_\_

Ad copy completed \_\_\_\_\_

Property flier prepared \_\_\_\_\_

verified/signed by seller \_\_\_\_\_

delivered to property \_\_\_\_\_

MLS print-out verified/signed \_\_\_\_\_

Schedule Open House \_\_\_\_\_

Neighborhood announcement \_\_\_\_\_

Expiration date on calendar \_\_\_\_\_

Client on mailing list \_\_\_\_\_

Property Exclusions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone #s \_\_\_\_\_

\_\_\_\_\_

E-mail \_\_\_\_\_

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**Notes:**