

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: