

Listing Control Sheet

Property Address: _____

(Check item when completed):

- _____ Signed Listing Agreement w/Complete Seller Info
- _____ Seller's Disclosure (mandatory)
- _____ Signed Agency Disclosure (mandatory)
- _____ MLS Data Input Sheet (mandatory)
- _____ CSS Showing Instructions Input Online
- _____ Security Info (if applicable)
- _____ Tax Roll Info
- _____ Special Pool/Hot Tub Provision (if applicable)

List Price: _____

MLS #: _____

Shackle: _____

Key: _____

CBS: _____

Seller Info for *Thank You Letter* from Manager:

Sellers Complete Name(s): _____

Address: _____

Phone Numbers: _____

Mapsco of Listing: _____

Listing Agent: **Michelle Storms**

Source of Seller:

_____ Newspaper Ad _____ Magazine Ad _____ Sign _____ Open House _____ Mailouts by Agent _____ Previous Client _____ Referral from client, friend or relative	_____ Friend or Relative _____ Relocation / Referred by Broker _____ Realtor.com Site _____ MichelleStorms.com Site _____ Other SIY Site _____ Referral from other Agent Other: _____
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OTHER: _____

_____ Copies to Amacher

_____ Copies to Client(s) with Thank You