

Listing checklist & information sheet

Property address: _____

Documents required before processing can begin:

- Listing authority
- Marketing annexure
- Sellers disclosure statement
- Client ID
- CMA/appraisal letter
- Realte marketing order form
- Part A & Part B (**strata properties only**)

Source: _____ Referral payable: _____
Rep: _____ VPA: _____
Price from: _____ Display price: _____

Tick box if you wish to OPT OUT of Realestate.com.au audience maximiser

Seller/s contact details

Additional notes: _____

Tenant/s contact details

Name: _____
Mobile/Home: _____
Email: _____
Additional notes: _____

Property details

Block size: _____	Home size: _____	Age: _____
Zoning: _____	Bedrooms: _____	Baths: _____
Toilets: _____	Carport: _____	Garage: _____
Study: _____	Pool: _____	

Title

Admin to order: _____

O&A particulars

Deposit: \$ _____
Within: _____ days (minimum 5 days)
Applicable annexure/s: _____
Special conditions: _____

Additional notes

