



Email to your wolf connect email

- New Listing
- Re-List

Agent: _____

Property Address:

SELLER

Name: _____
 Name: _____
 Mailing Address: _____
 City _____ State _____ Zip _____
 Home Phone: _____
 Mobile Phone: _____
 Email: _____
 Fax: _____
 Current Mortgage Co: _____
 Loan #: _____

Referral?

Yes No
_____ %

From: _____

ATTACH REFERRAL AGREEMENT

Source of Sale:

- COI
- Agent of the Day
- Farm
- Sign Call
- Web Site
- Referral
- Other

Transaction Fee Amount \$ _____ + tax

Title Company

Office Name _____
 Closer _____
 Phone _____ FAX _____
 Email _____

Would you like complementary marketing materials from First Mortgage to help sell this home, including flyers and flyer box?

YES NO

Listing Agreement Cover Sheet

MLS INFORMATION

MLS# _____

Listing Price \$ _____

Listing Date: _____

Expiration Date: _____

Commission – Listing Office: _____ %

Commission – Selling Office: _____ %

Office Checklist

- Short Sale Yes No
- MLS Printout
- Broker Duties/Listing Agreement
- Lead Based Paint Addendum – Signed, Dated, Timed
- Property Subject to PID Yes No
If YES provide form #4550
- Property Subject to HOA Yes No
If YES provide form #4700 & Cert
- Property Subject to Condo Yes No
If YES provide form #2302 & 2302A
- Property Disclosure Statement
- Square Footage –
Diagram/Appraisal/Floorplan
- Sellers Estimated Proceeds/Net-Out
- Estimated Tax Levy/Tax Bill
- FIRPTA
- Other _____
- Other _____
- Other _____
- Other _____

Check Wolf Connect to verify everything has been turned into the office.

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