

Seller Information Sheet

Property Address _____

Agent _____ Seller _____

Home # _____ Mr. Cell # _____ Mrs. Cell # _____

Mr. Work _____ Mrs. Work _____ Tenant _____

Vendor Email: _____

To be broker loaded? Yes [] No [] MLS # _____ Sign? Yes [] Company _____ No []

Showing Instructions:

- [] Leave message and release lockbox
(Appt required, conf w/any)
- [] Must confirm with sellers before releasing lockbox
(Appt required, conf w/any)
- [] Vacant, release lockbox
(Go and Show)
- _____ hours notice required

Other: _____

Lockbox Code (if manual lockbox): _____

SentriLock L/B Serial # _____
(Found on side of l/b)

When asked, did Vendor disclose any deficiencies with the property? Details:

Office Use:

Brokerloaded by: _____ Date: _____

Required Forms

_____ MLS Listing Agreement*

_____ MLS Data Form*

_____ Working with a Realtor*

_____ Seller Information Sheet*

_____ Buyer Representation Agreement

_____ Mortgage Verification

_____ Survey

_____ Schedule A to the Listing Agreement

_____ Exclusive Agreement

Listing Synced/Entered in Showingtime: _____

Protected by Sentrilock – Notes/Attachment (if applicable) _____

View attachments – Schd. B to accompany all offers _____

Uploaded to TREB: Schedules _____ Floor Plans _____

Other _____

_____ **Head Secretary** emailed Listing Agent L/A paged that listing complete _____

_____ Listing Agent paged for missing paperwork

Check that SentriLock Lockbox is assigned correctly to new listing: _____

*Mandatory paperwork

RELIST:

Make sure to re-attach all photo's / virtual tour / as well as pdf attachments

Listing Merged w/Previous Listing: _____ Updated label: _____

Protected by SentriLock Notes & Attachment (if applicable) _____

Check that Sentrilock Lockbox is assigned correctly to cancel/relist: _____

(must be removed from original listing and re-entered on new listing)
