

LISTING INFORMATION REPORT

For Broker's Administrative Use

NOTE: This form is used by a seller's agent when setting up a file for a property listing as part of their employment with a broker, to summarize the terms and details of a property listing for their broker's supervisory review.

DATE: _____, 20____, prepared and submitted by _____, office _____.

Instructions to Listing Agent: Check and enter information about the listing as appropriate.

1. Listing status:

- 1.1 New listing (Agent to fully complete this report)
- 1.2 Modification of a listing (Agent to enter changes in appropriate blanks)

2. The Listing Employment:

- 2.1 This employment is for an exclusive right to sell, _____.
- 2.2 This employment commenced on _____, 20____ and expires _____, 20____.
- 2.3 Award credits due Agent for this listing include _____.
- 2.4 The listing price is \$_____.
- 2.5 The property was previously listed with _____, under a listing expired on _____, 20____.
 - a. Prior listing contained a safety clause which expired, or expires _____, 20____.

3. Brokerage Fees:

- 3.1 The brokerage fee to be paid by Seller is _____% of the sales price, or a flat fee of \$_____.
- 3.2 Listing Agent's name _____, _____% split.
- 3.3 Referring Broker/Agent name _____, office _____, _____% split, or referral fee of \$_____, or _____%.
- 3.4 Name of Broker/Agent for registered Buyers _____, office _____, _____% split, or referral fee of \$_____, or _____%.
- 3.5 Name of unlicensed employee entitled to a finder's fee _____, _____% split, or referral fee of \$_____, or _____%. [RPI Form 115]
- 3.6 Name of Seller's relocation Broker/company _____, Referral fee due our office _____.

4. Property Information:

- 4.1 Street address _____
- 4.2 APN _____
- 4.3 Occupancy: owner, vacant, or tenant
- 4.4 New home, resale, prior client
- 4.5 Type of property: (check appropriate box)

<input type="checkbox"/> single family detached	<input type="checkbox"/> condo	<input type="checkbox"/> condo high rise
<input type="checkbox"/> town house/attached	<input type="checkbox"/> mobilehome	<input type="checkbox"/> vacant lot
<input type="checkbox"/> two-to-four units	<input type="checkbox"/> five-or-more units	<input type="checkbox"/> acreage
<input type="checkbox"/> commercial	<input type="checkbox"/> office	<input type="checkbox"/> industrial
<input type="checkbox"/> farm with residence	<input type="checkbox"/> farm with groves	<input type="checkbox"/> _____

5. Source of Listing: (check appropriate boxes)

- 5.1 Publications and periodicals as source of lead:
 - newspaper advertisement by Broker, classified, or display.
 - newspaper advertisement by Listing Agent, classified, or display.
 - local magazine advertisement _____
- 5.2 Broker and Agent activities as source of lead:

<input type="checkbox"/> walk-in/floor call	<input type="checkbox"/> prior client	<input type="checkbox"/> direct mail
<input type="checkbox"/> open house	<input type="checkbox"/> discount program	<input type="checkbox"/> office seminar
<input type="checkbox"/> yard sale	<input type="checkbox"/> radio	<input type="checkbox"/> TV
<input type="checkbox"/> farming	<input type="checkbox"/> FSBO conversion	<input type="checkbox"/> expired listing
<input type="checkbox"/> MLS (local)	<input type="checkbox"/> public listing aggregator	<input type="checkbox"/> Broker website
<input type="checkbox"/> Agent's website	<input type="checkbox"/> phone canvas	<input type="checkbox"/> FARMing/door canvas
<input type="checkbox"/> charities	<input type="checkbox"/> sponsorship	<input type="checkbox"/> _____

5.3 Referrals as source of lead:

- | | | |
|--|--|--|
| <input type="checkbox"/> acquaintance | <input type="checkbox"/> escrow officer | <input type="checkbox"/> lender representative |
| <input type="checkbox"/> Broker reputation | <input type="checkbox"/> prior client | <input type="checkbox"/> other Broker or Agent |
| <input type="checkbox"/> finder | <input type="checkbox"/> relocation department | |
| <input type="checkbox"/> | | |

6. Client Information:

6.1 Name of Seller _____
 Mailing address _____
 Phone numbers: Cell _____, Work _____ ext.____, Home _____
 Seller's email address _____

6.2 Name of Seller _____
 Mailing address _____
 Phone numbers: Cell _____, Work _____ ext.____, Home _____
 Seller's email address _____

6.3 Seller's motivation to sell: (check appropriate boxes)

<input type="checkbox"/> retirement home	<input type="checkbox"/> REO	<input type="checkbox"/> medical
<input type="checkbox"/> debt reduction	<input type="checkbox"/> need larger home	<input type="checkbox"/> need smaller home
<input type="checkbox"/> divorce/death	<input type="checkbox"/> foreclosure	<input type="checkbox"/> build/develop
<input type="checkbox"/> marriage	<input type="checkbox"/> reinvest	<input type="checkbox"/> estate/probate
<input type="checkbox"/> relocate for job	<input type="checkbox"/> become a tenant	<input type="checkbox"/> leave area

6.4 Seller's relocation intentions: (check or enter information as appropriate)
 Seller is relocating to (city/state) _____
 already owns relocation property
 remaining in local area
 relocation broker _____ referral fee _____%; to _____

7. Office activity due to listing:

- 7.1 Thank you letter to Seller
- 7.2 Listing/property information to marketing and advertising
- 7.3 Flyer preparation
- 7.4 Order For Sale signs
- 7.5 MLS profile sheet and Broker load
- 7.6 Internet submissions
- 7.7 Lockbox. If no lockbox, key is _____
- 7.8 Notice to tenant that property is for sale with 24-hour telephonic notice to show [RPI Form 116]
- 7.9 Caravan: MSL caravan date _____ Office caravan date _____.
- 7.10 Advertising submitted
- 7.11 Agent/Seller instructions for showing _____
- 7.12

8. Addenda to the Listing Agreement:

- 8.1 Agency Law Disclosure – Real Estate Agency Relationships [RPI Form 305]
- 8.2 Federal Residency Declarations – Citizen Status [RPI Form 301]
- 8.3 California FTB Withholding Certificate [FTB Form 590]
- 8.4 Good Faith Estimate of Seller's Net Proceeds – On Sale of Property [RPI Form 310]
- 8.5 Work Authorization [RPI Form 108]
- 8.6 Listing Package Cost Sheet – Due Diligence Checklist [RPI Form 107]
- 8.7 Affiliated Business Arrangement Disclosure Statement – Residential Broker (Regulation X (RESPA); 24 CFR §3500.51) [RPI Form 519]
- 8.8 Conflict of Interest Disclosure — Kinship, Position or Undue Influence [RPI Form 527]
- 8.9

9. Listing Package:

9.1 Property profile report from title company:
 agent to order, cost paid by Seller, or _____.

- 9.2 Natural Hazard Disclosure Statement [RPI Form 314]:
 agent to order [RPI Form 131], cost paid by Seller, or _____.
- 9.3 Home (property) Inspection Report:
 agent to order [RPI Form 130], cost paid by Seller, or _____.
- 9.4 Transfer Disclosure Statement (TDS) [RPI Form 304]
- 9.5 Structural Pest Control Report, corrective work and clearance:
 agent to order [RPI Form 132], cost paid by Seller, or _____.
- 9.6 Lead-Based Paint Disclosure – On Sale of Real Estate [RPI Form 313] (for property built before 1978)
- 9.7 Residential Earthquake Hazards Report [RPI Form 315] (for property built before 1960)
- 9.8 Local Ordinance Occupancy and Retrofit Report, compliance:
 agent to order [RPI Form 133], cost paid by Seller, or _____.
- 9.9 Homeowners' Association (HOA) Documents (CID-condos):
 agent to order [RPI Form 135], cost paid by Seller, or _____.
- 9.10 Seller's Neighborhood Security Disclosure Statement [RPI Form 321]
- 9.11 Request for Notice of Mello-Roos Assessment:
 agent to order [RPI Form 137], cost paid by Seller, or _____.
- 9.12 Occupant's Operating Expense Sheet – Ongoing Operating Costs [RPI Form 562]
- 9.13 Hazard Insurance Conditions (fair plan/prior claims) [RPI Form 261]
- 9.14 Annual Property Operating Data Sheet (APOD) [RPI Form 352]
- 9.15 Energy benchmarking compliance disclosure for commercial properties.
 agent to order, cost paid by Seller, or _____.
- 9.16 RPI's Income Property Brokerage (IPB) Suite of Forms
- 9.17 _____
- 9.18 _____
- 9.19 _____
- 9.20 _____