

AGENT NAME: \_\_\_\_\_

**PROPERTY INFORMATION**

Street Number \_\_\_\_\_ Street Name \_\_\_\_\_

Subdivision \_\_\_\_\_

City \_\_\_\_\_ State GA Zip \_\_\_\_\_

County \_\_\_\_\_

List Price: \_\_\_ \$

Property Type (only choose 1):  RENTAL

RESALE  NEW CONSTRUCTION  CONDO  MULTI-FAMILY  COMMERCIAL  LAND/FARM

**Showing Instructions (only choose 1):**

- |                                                  |                                                         |
|--------------------------------------------------|---------------------------------------------------------|
| <input type="checkbox"/> CC & Show               | <input type="checkbox"/> CC to Agent Before Showing     |
| <input type="checkbox"/> Vacant                  | <input type="checkbox"/> Show Anytime                   |
| <input type="checkbox"/> Appointment: Agent Only | <input type="checkbox"/> Appointment: Agent Only – Pets |
| <input type="checkbox"/> Appointment: Call Owner | <input type="checkbox"/> Appointment: Call Owner – Pets |

Listing Date: \_\_\_/\_\_\_/\_\_\_

Expiration Date: \_\_\_/\_\_\_/\_\_\_

**SELLER'S INFORMATION**

Last Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

First Name \_\_\_\_\_ Spouse Name \_\_\_\_\_

**Complete the following only if owners mailing address is different from property address.**

Street Number \_\_\_\_\_ Street Name \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**LISTING CONTRACT INFORMATION**

\_\_\_\_\_ FMLS/MLS LISTING AGREEMENT SIGNED BY ALL OWNERS  
(Gar Form F1 Exclusive Seller Agreement)

\_\_\_\_\_ SELLERS DISCLOSURE SIGNED BY ALL OWNERS/LEAD BASED PAINT IF 1978 OR EARLIER

\_\_\_\_\_ DUAL ENTRY INPUT SHEET

**DOCUMENTS Must Be Legible**

Paperwork may be submitted to the office by:

1. Fax paperwork to: 678-261-0984
2. Email paperwork to: [forms@9321234.net](mailto:forms@9321234.net)
3. Upload paperwork by using the Sharp Copiers at any of the 3 RE/MAX Center Locations. **(instructions are located on the copier)**
4. Turn paperwork into the "New Business Box" **(paperwork will be scanned and not returned to you)**