



For the property at _____

Name: _____
Home Phone: _____
Cell Phone: _____
Text: YES or NO
Work Phone: _____
E-mail: _____
Birthday: _____

Name: _____
Home Phone: _____
Cell Phone: _____
Text: YES or NO
Work Phone: _____
E-mail: _____
Birthday: _____

Pet's Names: _____

Date to start showings: _____

Special showing instructions: _____

- Copy of survey
- Condominium by-laws and declaration
- Condominium rules and regulations
- Association contact name and number _____
- HOA Fecs _____ Monthly or Yearly
- HOA Fees cover _____
- Key
- Entry codes _____

MAILING ADDRESS:

Information For The Team Administrator: (For the agent to fill out)

Does the listing need the following:

_____ Post Sign _____ Lockbox _____ Flyers _____ Are there pictures
_____ Title Company & Location for closing: **Merrillville** or **Valparaiso?**

Marketing Reports: **Mail** or **Email**

Home Warranty Protection Plan: **Yes** or **No** (\$475 - \$550 - \$620)

Lead Source: _____