

|  |                    |                    |                                  |                        |                     |                   |                  |
|--|--------------------|--------------------|----------------------------------|------------------------|---------------------|-------------------|------------------|
| Listing Agent:   |                    | Start Date:        |                                  | Exp. Date:             |                     |                   |                  |
| Listing Agent:   |                    | MLS#               |                                  | \$LP:                  |                     |                   |                  |
| <b>NEW LISTING TAKE SHEET</b>  |                    | Furnished:         |                                  |                        |                     |                   |                  |
| LISTING Address:   |                    |                    |                                  |                        |                     |                   |                  |
| Seller Names:  |                    |                    |                                  |                        |                     |                   |                  |
| Seller Mailing Address:  |                    |                    | Seller email Address:            |                        |                     |                   |                  |
|  |                    |                    | Seller Phone #:                  |                        |                     |                   |                  |
| HOA Dues:  |                    |                    | Commission: LA      BA           |                        |                     |                   |                  |
| Floor Plan:  |                    |                    | Membership? Y or N - Which kind? |                        |                     |                   |                  |
| Subdivision  |                    |                    |                                  |                        |                     |                   |                  |
|  |                    |                    |                                  |                        |                     |                   |                  |
| SOURCE<br>HOW DID YOU GET THIS LISTING???                              | BUILDER /DEVELOPER | DIRECT MAIL/ AGENT | NAME RECOGNIZED                  | PERSONAL FRIEND        | FRIEND REFERRAL     | INTERNET / ZILLOW | SHOWING PROPERTY |
|  | CALL INTO LISTING  | FSBO               | FLOOR TIME CALL IN               | FLYER OF PROPERTY      | MEMBERSHIP REFERRAL | NEIGHBOR          | RELATIVE / SELF  |
|  | CO-OP BROKER       | OFFICE REF-AGENT   | OFFICE REF-BROKER                | WALK-IN TOURNAMENT     | WALK-IN LIFESTYLE   | WALK-IN DISCOVERY | WALK-IN MD       |
|  | HILTON EMPLOYEE    | JUST LISTED CARD   | JUST SOLD CARD                   | OPEN HOUSE             | REPEAT CLIENTS      | LEASING DEPT.     |                  |
|  | NEWSPAPER AD       | AGENTS WEBSITE     | CLR WEBSITE                      | OTHER : PLEASE EXPLAIN |                     |                   |                  |
| New Listings FORMS Checklist   |                    |                    | Seller 1                         | Seller 2               | COMPLETE            |                   |                  |
| RLA - (AD, PRBS, WFA, SA, CCPA)  |                    |                    |                                  |                        |                     |                   |                  |
| SELM – Must be submitted to Board within 48 hours from last signature. |                    |                    |                                  |                        |                     |                   |                  |
| MLS – Full Detail Report   |                    |                    |                                  |                        |                     |                   |                  |
| PICTURES submitted for advertising                                     |                    |                    |                                  |                        |                     |                   |                  |
| TDS  |                    |                    |                                  |                        |                     |                   |                  |
| SPQ  |                    |                    |                                  |                        |                     |                   |                  |
| SBSA   |                    |                    |                                  |                        |                     |                   |                  |
| CLR Personal Property Release  |                    |                    |                                  |                        |                     |                   |                  |
| Written Inventory (# Pages - 1 of 4, etc)                              |                    |                    |                                  |                        |                     |                   |                  |
| Membership Disclosure      PGA WEST      CITRUS      GENERIC           |                    |                    |                                  |                        |                     |                   |                  |
| Local Area Disclosures   |                    |                    |                                  |                        |                     |                   |                  |
| REQUIRED MINIMUM TO START YOUR LISTING                                 |                    |                    |                                  |                        |                     |                   |                  |