## NEW LISTING WORKSHEET (Form A) WORKSHEET SUBMITTAL DATE

ZIP

	United OUNTRY
Real	Estate

PROPERTY NAME

PROPERTY ADDRESS CITY

LISTING AGENTS

Auction Services	LISTING TYPE
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LISTING INFORMATION	MLS INFO	MARKETING INFO	
	UC WEBSITE	LAND.COM	
AGREEMENT TYPE	COLS. MLS	UCHUNTING	
	YES-MLS	AUCTIONZIP	
LISTING EXPIRATION	ATHENS CO	FACEBOOK	
LIST DATE	KNOX CO. MLS	BUDGET: \$	
	MLS DOCS REQ.:	EMAIL BLAST	
COMMISSION RATE VRC?N	RPD or EXEMPTION	PIP	
CO-OP COMMISSION	LBP	FLYER/BROCHURE	
POSSESSION	OTHER STRUC. (COLS. ONLY)	ADVERTISING LIST TO BOC	
DIR NEG W SELLER PERM			
AUCTION DATE			
	COUNTY		
OWNER INFORMATION	TAX DISTRICTANN	NUAL TAXES:	
NAME	PARCEL #		
ADDRESS	TOWNSHIP		
CITY,STATE, ZIP	SCHOOL DISTRICT		
PHONE	CORP LIMIT PER AUDITOR	L	
EMAIL			
SHOWINGS - CALL CSS AT 614-255-5588? (Y or N) IF NOT CSS, NAME & PHONE			

DAYS AND TIME FOR SHOWINGS\_\_\_\_\_

### MAPRIGHT LINK:

**REQUIRED INFORMATION FOR ALL NEW LISTINGS:** (check when completed and in Network File)

LISTING AGREEMENT (signed and dated by all parties)

CONSUMER GUIDE (signed and dated)

RESIDENTIAL PROPERTY DISCLOSURE OR EXEMPTION (if applicable)

LEAD BASED PAINT (if applicable)

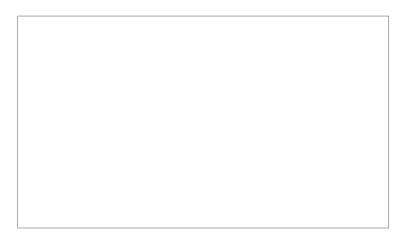
PHOTOS (numbered and in order of preference for listing)

## PROPERTY INFORMATION (if structure on property, please also fill out page 3)

ACREAGE	LOT SIZE	MULTIPLE LOTS?
LOT SIZE FRONT SF TAX RECORD	BUILLT PRIOR TO 1978	ZONING
	SF ATFLS	SOURCE
STYLE	LONGITUDE	SUBTYPE
DRIVEWAY	YEAR BUILT	ASSESSMENTS
MINERAL RIGHTS AVAIL	GAR./ELCL. SPACES	HOMESTEAD EXEMPTION
SEWER TYPE	WATER TYPE	

**HEADLINE COPY** 

### PROPERTY DESCRIPTION



### AGENT TO AGENT REMARKS

DIRECTIONS TO PROP	PERTY	

Between Streets &
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FEATURE 1
FEATURE 2
FEATURE 3
FEATURE 4
FEATURE 5
FEATURE 6
FEATURE 7
FEATURE 8

UC SPECIALTY GROUPS - use all 5 if possible

1.	 
2.	 
3.	 
4.	 
5.	 

### IF COMMERCIAL/INDUSTRIAL PROPERTY CHECK HERE THAT COMMERCIAL/ INDUSTRIAL WORKSHEET IS ATTACHED.



PROPERTY NAME

## Auction Services

### LOT CHARACTERISTICS

Inited

Estate

Cul-de-Sac Fenced Pasture Golf CRS Lot Lakefront Pond Ravine Lot Riverfront Sloped Lot Split Option Avail. Stream on Lot Waterview Waterfront Wooded

### ADDL ACCEPTANCE COND

Auction Absolute Auction Minimum Bid Auction Reserve BkOwn/REO-DeedNotRec BnkOwnd/REO-DeedRec Court Approval Estate Hud Relo/Corp Short Sale VA None Known

#### OTHER:

Cable/Satellite Common Area Only Electric Ext. Building Maint. Gas Insurance Irrigation Lawn Care Recreation Security Sewer Snow Removal Trash Water Other

Buy Brkr/Tenant Rep	HOA/COA FEE INCLUDES
BB/TR Amount	HOA/COA Contact Name:
Sub Agency	HOA/COA Contact #:
SA Amount	HOA/COA Transfer Fee:
Gross Op Income	Reserve Contribution:
Total Op Income	
Net Op Income	

# United NEW LISTING WORKSHEET (Form A)

Real Estate PROPERTY NAME

## Auction Services

## ONLY FILL OUT & PRINT THE FOLLOWING PAGES IF THE LISTING HAS A STRUCTURE ON IT

## NOTE: FOR KNOX CO. MLS ONLY PLEASE PROVIDE ROOM DIMENSIONS.

BEDROOM LEVEL Indicate # On Right	EATING SPACE LEVEL	UTILITY SPACE LEVEL Indicate # On Right
Beds UP2	Eating UP2	Utility UP2
Beds UP1	Eating UP1	Utility UP1
Beds Entry Level	Eating Entry Level	Utility Entry Level
Beds Down1	Eating Down1	Utility Down1
Beds Down2	Eating Down2	Utility Down2
	FAMILY ROOM LEVEL	DEN LEVEL
Full Bath UP2	Family Rm UP2	Den UP2
Full Bath UP1	Family Rm UP1	Den UP1
Full Bath Entry Level	Family Rm Entry Level	Den Entry Level
Full Bath Down1	Family Rm Down1	Den Down1
Full Bath Down2	Family Rm Down2	Den Down2
	GREAT ROOM LEVEL	ADDITIONAL STRUCTURES
Half Bath UP2	Grt Rm UP2	Garage(s)
Half Bath UP1	Grt RmUP1	Carport(s)
Half Bath Entry Level	Grt Rm Entry Level	Attached Garage
Half Bath Down1	Grt Rm Down1	Detached Garage
Half Bath Down2	Grt Rm Down2	Heated
LIVING ROOM LEVEL	REC ROOM LEVEL	Opener
Living UP2	Rec Rm UP2	Shared Driveway
Living UP1	Rec Rm UP1	Side Load
Living Entry Level	Rec Rm Entry Level	Tandem
Living Down1	Rec Rm Down1	Common Area
Living Down2	Rec Rm Down2	Other

# NEW LISTING WORKSHEET (Form A)

PROPERTY NAME

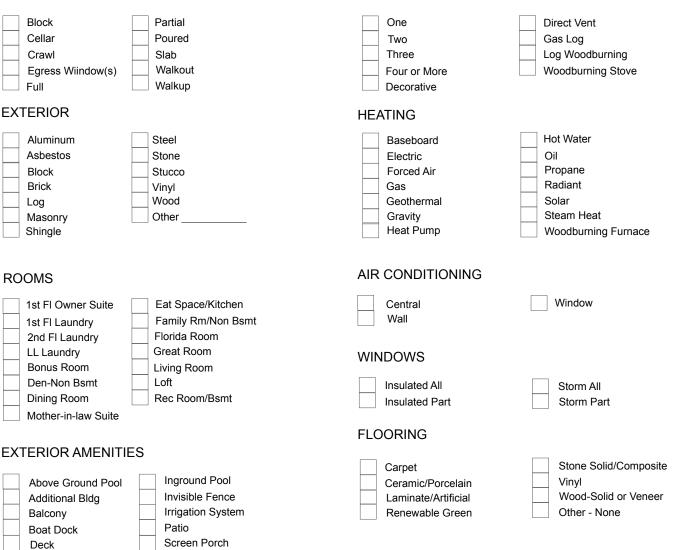
## Auction Services

## **PROPERTY INFORMATION - FOR PROPERTIES WITH STRUCTURES ONLY**

### BASEMENT/FOUNDATION

Estate

### FIREPLACE



INTERIOR AMENITIES

End Unit Fenced Yard

Hot Tub

Central Vac	Humidifier
Dishwasher	Microwave
Electric Range	Pool
Elevator	Refrigerator
Garden/Soak Tub	Security System
Gas Range	Trash Compactor
Hot Tub	Whirlpool Tub

Storage Shed

Wast Tr/Sys Well