

New Listing Form

Area Specialist:

Date Created:

Date Updated:

PROPERTY Details

No./Street:

Suburb:

Melways Map Page:

Nearest Street:

Post Code:

Map Reference:

Chattels Included:

Chattels Excluded:

VENDOR Details

Fullname(1):

Mobile:

Phone (W):

Fullname(2):

Mobile:

Phone (W):

Address:

Email:

Phone (H):

Fax:

CONVEYANCER / SOLICITOR Details

Order Contract of Sale:

Order Section 32:

Name:

Contact Person:

Address:

Phone:

Fax:

Mobile:

TENANT Details

Name:

Phone:

Mobile:

Weekly Rent \$:

Bond \$:

Lease Start:

Lease Expiry:

Term (days):

Managing Agent:

Phone:

Notify Agent:

LISTING Details

Agency Type:

Lead Source:

Listing Price

From \$:

To \$:

Reserve \$:

Commission

Amount \$:

GST \$:

Total \$:

Advertising Costs

Amount \$:

GST \$:

Total \$:

Paid in Advance \$:

Additional Notes:

PROPERTY Details

Land Size (sqm):

House Size (sqm):

Year Built:

Style:

Construction:

Roof:

Internal

External

Special Features

Bedrooms:

Bathrooms:

Toilets:

Notes:

INTERNET & ADVERTISING Details

Property Address:

Display Address:

Display Price:

Price \$:

Property Type:

Catch Phrase:

Text:

Feature
Caption:
(To appear on
Internet)

PROPERTY INSPECTION Details

Requirements:

Notes:

Date:

Times:

Times:

Date:

Times:

Times:

Advertising Campaign Costs

Order List	Price (Incl. GST)	Ordered
Production Fee (\$275)		<input type="checkbox"/>
Internet Listing (All Sites + RE Highlight)		<input type="checkbox"/>
Options List		
Photography -		<input type="checkbox"/>
Board -		<input type="checkbox"/>
Pointer Boards		<input type="checkbox"/>
Window Card / Electronic Display		<input type="checkbox"/>
Col. Brochures -		<input type="checkbox"/>
Floor Plan -		<input type="checkbox"/>
Editorial Request		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
<i>Options List - Sub Total</i>		
Total		

Photo Selections

Filename/No.	Photo Description	Board	Brochure	Internet	Advertising
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Floor Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Board Placement

Additional Requests / Information