

OWNER SURNAME				Occupation				Source				
Title		Name			Date of Birth			ID				
TEL HOME				WORK				CELL				
Fax				e-mail								
SPOUSE/PARTNER S/Name							Tel Work					
Title		Name			Date of Birth			ID				
Owners address							Future City					
PROPERTY		Description				Reason for Selling						
Bedrooms						Garages		Receptions				
Bathrooms						Car Ports		Studies				
2 nd House						Domestic Rms		% Bath Tiled				
Flatlet						Dom B/Rms		% Kitchen Tiled				
ADDRESS NO			ST NAME				SUBURB					
STAND NO		Portion		Stand Size		House Size		Year Built				
LISTING TYPE			Land Value		Imp Value		Total Value					
MANDATE – BOND				Listing Date		On Market Since			Closed Until			
View Date		Start Time		End Time		View Instructions						
Account No 1			Bond Holder 1			Balance Bond 1						
Shared Mandate Comments			Bond Holder 2			Balance Bond 2						
Private Comments												
AGENT AND PRICE			GROSS PRICE			COMMISSION			NETT PRICE			
Office	Sole	Group	Shared Mandate		Country Wide		Oppositions Mandate					
Neg/Agents Value			Open Hour Ave			LISTING AGENT						
Mandate Agent				Mandate Start Date				Mandate End Date				
BODY CORPORATE			Unit No			Unit Name						
Body Corp Name					Floor No			Size				
Levy		Part Quota			Covered Parking			Section No				
No of Shares		Cert No			Cert Date			Parking Bay No				
Section Plan No		Share Block No			Chairman							
Supervisor					Supervisor Phone							
Managing Agent					Phone			Fax				
TENANT Name/Sn				(H)		(W)		(C)				
e-mail			Date Start:				Expire:			R		
Wall Finish		Windows		Temperature		Defects		Roof		Facing		Style
Brick		Steel		Aircon		Structural		Tile		North		Conventional
Plaster		Wood		Solar		Roof		Iron		South		Modern
Brick&Plaster		Aluminium		Fireplace		Plumbing		Thatch		East		Cottage
Wood		PVC		Underfloor		Electrical		Concrete		West		Spanish
Other		Other		Other		Other		Other		Other		Other
Special Features		Security		Pool		Rooms		Bathrooms		Kitchen		Features
Jacuzzi		ElecGarage		Fibre		Office		Full		Nook		E.L.O.
Sauna		Sec. Gates		Gunite		Lounge		Half		Open Plan		Hob
Tennis Court		Alarm System		Heated		Dinning		Shower		Pantry		Under Counter
		Burglar Bars		Common		Family		Jacuzzi		Scullery		
				Clean Equip		Pub				Laundry		
ADVERTISEMENT WORDING												
Office Use			Date Captured:			Name of Capturer:			Ref No:			