



Estate Agency - Property Valuation -Property Management

RESIDENTIAL PROPERTY LISTING FORM

Listing Consultant _____

Date: _____

PROPERTY INFORMATION:			
PLOT #.....		LOCATION...../CITY.	
HOME SIZE.....m ²		PLOT SIZE.....m ²	
<input type="checkbox"/> OPEN MANDATE	<input type="checkbox"/> SOLE MANDATE	(specify period)	
REGISTERED OWNER (C.C / TRUST / PTY LTD)			
OWNER' CONTACT DETAILS		HOME	WORK
		_____	_____
		CELL	E-MAIL
		_____	_____
SPOUSE / PARTNER' CONTACT DETAILS		HOME	WORK
		_____	_____
		CELL	E-MAIL:
		_____	_____
FOR SALE		AGREED COMMISSION:	
PRICE:			
LOWEST PRICE:		LOWEST AGREED COMMISSION:	
CURRENT VALUATION:		ACCESS / KEYS:	
FOR RENTAL		COMMISSION: EQUIVALENT TO ONE (1)	
RENTAL PRICE:		MONTHS RENTAL	
LOWEST PRICE:			

<input type="checkbox"/> SINGLE STOREY HOUSE	<input type="checkbox"/> SEMI DETACHED HOUSE	<input type="checkbox"/> TOWNHOUSE	<input type="checkbox"/> APARTMENT
<input type="checkbox"/> DOUBLE STOREY HOUSE	<input type="checkbox"/> LAND		

PROPERTY DESCRIPTION

YEAR BUILT		YEAR RENOVATED(if any)	
NUMBER OF BEDROOMS		NUMBER OF BATHS/SHOWERS	
MASTER ENSUITE		GUEST WING	
DINING		FAMILY ROOM	
LOUNGES (NUMBER)			

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INTERIOR FEATURES

FITTED KITCHEN		GRANITE COUNTER TOP ORDINARY TILES	<input type="checkbox"/> <input type="checkbox"/>
STOVE/OVEN INSTALLED		EXTRACTOR FAN INSTALLED	
WASHING/DISH MACHINE FANS		SCULLERY AIR CONDITIONERS	
FIREPLACE		TYPE OF FLOOR TILE FLOORS CARPET FLOORS HARDWOOD FLOORS	<input type="checkbox"/> <input type="checkbox"/>

EXTERIOR FEATURES

SWIMMING POOL		TENNIS COURT	
GARAGES		NUMBER OF CARPORTS/OPEN BAYS	
WALLED / FENCED		MOTORISED GATE	
PAVED		ESTABLISHED GARDEN	
ELECTRIC FENCE		SERVANTS QUARTERS NUMBER OF ROOMS	
COTTAGE/FLATLET		ALARM IN THE HOUSE	
TYPE OF ROOF			
ACCESS / KEYS:		FROM THE OWNER	

PLOT FEATURES

CORNER PLOT		CUL-DE-SAC LOCATION	
TARRED ROAD		OTHER	
DISTANCE TO ANY SCHOOLS(OR NEAREST)		DISTANCE TO STORES (OR NEAREST)	

OTHER

MONTHLY WATER BILL	±	MONTHLY ELECTRICITY BILL	±
ALARM	±	DSTV	±

Please Note that the above is just a guideline!

COMMENTS:

• REFERENCE NUMBER:.....

• OWNERS' SIGNATURE -

DATE:

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