

Date Listed

Listing No.

RESIDENTIAL LISTING SHEET

LISTING DETAILS



Branch

Listing Type

Price/Rental

Agent 1

Agent 2

Agent 3

Listing Status:

☐

Active

☐

Pending

☐

Sold

☐

Let

☐

Archived

PROPERTY DETAILS

Unit No.

Complex Name

Erf No.

Street No.

Street Address

Country

Province

Area

Suburb

PROPERTY TITLE

☐ Freehold☐ Sectional Title☐ Vacant Land☐ Cluster☐ Share Block

PROPERTY TYPE

☐ Apartment☐ Duplex☐ Farm☐ Room☐ Garden Cottage☐ House☐ Townhouse☐ Vacant Land☐ Simplex☐ Small Holding☐ OtherFloor Size (m²)Land Size (m²)

Monthly Rates

PROPERTY FEATURES

Bedrooms

Bathrooms

Study

Lounges

Dining Rooms

Kitchen

Laundry

Patio

Balcony

Garages

Carports

Flatlet

Domestic Accommodation

Flooring

Exterior

Roof

Pool

☐ Yes☐ No

Garden:

Views

☐ Yes☐ No

Security

☐ Yes☐ No

Store Room

☐ Yes☐ No

Walling

Furnished

☐ Yes☐ No

Extras

General Property Notes

COMPLEX DETAILS

Monthly Levy

Special Levy

No. of Shares

Share Block No.

PQ

Scheme Name

Section No.

Section Plan No.

Pets Allowed ☐ Yes

Body Corporate

Name

Chairman

Tel No.

Supervisor

Name

Tel No.

Managing Agent

Name

Tel No.

Viewing Contact Person

Viewing Notes

LEASE DETAILS

Lease Period		Occupation Date		Deposit		Annual Escalation (%)	
Lease Excludes							

SELLER / LANDLORD DETAILS

Title	Name	Surname		
Home Tel			Work Tel	
Cell			Fax	
Email				
Spouse Name	Spouse Work Tel No.	Spouse Cell No.		

MARRIAGE STATUS

<input type="checkbox"/> ANC	<input type="checkbox"/> COP
<input type="checkbox"/> Single	<input type="checkbox"/> Foreign Law
<input type="checkbox"/> Common Law	<input type="checkbox"/> Tribal Law

Viewing Arrangements

If Owned By Company Or Trust	<input type="checkbox"/> Closed Corporation	<input type="checkbox"/> Pty Ltd	<input type="checkbox"/> Trust	Entity No.	
Entity Name		Postal Address			

TENANT DETAILS

Title	Name	Surname	Home Tel	
Work Tel	Cell	Fax	Email	
Spouse Name	Spouse Work Tel	Spouse Cell		
Lease Ends	Notice Period	Rental		
Tenant Notes				

MANDATE DETAILS

Commission %		or Commission Value		Commission Sell/List Split	
Commission Split Notes					
Mandate Type	<input type="checkbox"/> Sole	<input type="checkbox"/> Open	<input type="checkbox"/> NL	<input type="checkbox"/> Shared	<input type="checkbox"/> Expired
Start Date		End Date		Reason For Selling	
<input type="checkbox"/> Distressed	<input type="checkbox"/> Bank Repossessed	<input type="checkbox"/> Public Tender			

OPEN HOUR

Date		Time	
Agent		Tel	

BOND DETAILS

Bank		Branch	
Account No.		Balance	

Mandate Notes

WEBSITE DETAILS

Website Description	On Show	Date		Start Time		End	
Offers From		Offers Increment		YouTube ID		Virtual Tour URL	

Directions
