



New Listing Details

Realtor: Melissa Blythe

Seller Name(s) – on title: Darlene Blythe	
Power of Attorney required? Y / N	
Personal situation to be aware of (divorce, death, etc.):	
Property Address: 10116 104 Street, Westlock	Postal Code: T7P 1V5
Zone: Neighborhood: Condo Name (if applicable):	
Home Address (if different):	Postal Code:
Property Occupied by: Vacant / Owner / Tenant: Name Ph Occupied by family - not seller or tenant	
Contact Info (*please indicate in brackets whose contact number it is):	
*Home ()	*Fax ()
*Work ()	*Work ()
*Cell 780-913-3700 - Darlene ()	*Cell ()
Email address(es) – to be used for eAgent blythedarlene@gmail.com	
Showing Instructions (Which numbers to call and in what order; Notice required? Confirmation required? Go direct? Alarm?):	
Please text Darlene at 780-913-3700 and wait for confirmation. Showings must be confirmed.	
Alarm owned? Y/N	On Contract? Y/N
Cost Per month	
Long Term Utility Contracts? Y / N If yes, amount:	HOA Fees? Y / N If yes, amount:
Pets in the Home – Y / N / Instructions / Sign Needed?	
Keysafe Location (detailed please): Front door	
Keys (ie. Fob, Garage, Storage, and/or Codes)	
➤ Date handed in ____/____/____	
RPR: Original on file / Copy on file / Client will provide by (Date): ____/____/____ Part of feature sheet? Y / N	
Special request for Anchor photo?	
Other items to be scanned in for feature sheet?	
Sign: Y/N	If Yes, type of sign (circle): Lawn / Small Condo / Balcony / Window Yes, Lawn sign
➤ Special Sign location requests:	
Source of Business: Sign / Web / Radio / MLS / Past Client / Sphere / Referral from: Sphere	
Do you want Buyer leads on this property? Y / N Yes	



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Realtor: _____

Condo Details:

Parking Stall #'s / Directions

Parking Stall titled? Y / N Assigned? Y/N

Mgmt Co / Phone / Email

Condo fees /Items Included:

Date of Last AGM

Restrictions

Board member / Phone

On Site Manager/ Phone

Condo Docs: on file / order for client / client will provide by Date: ____/____/____

Amenities:

Other Notes: