KEYVORA REALTY LLC

Real Estate Your Way

LISTING INFORMATION SHEET

Property details, seller contacts and physical features

LISTING & PROPERTY

Property address

City | County | State | ZIP

Property type | List price | MLS / listing number

Listing date | Expiration date | Listing agent

Parcel / tax ID | Subdivision

Legal description / lot / block

SELLER & OCCUPANCY

Owner(s) / authorized signer(s)

Phone | Email

Mailing address

Occupancy / tenant contact | Lease expiration

SIZE, SYSTEMS & FEATURES

Year built | Heated sq. ft. | Sq. ft. source | Acres

Bedrooms | Full baths | Half baths | Stories

Lot dimensions | Zoning / land use

Construction / exterior | Roof / age

Heating / cooling / age | Water / sewer

Parking / garage | Pool / fireplace

Appliances / equipment included

Flooring / layout | Other features / outbuildings

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Property address: complete below to keep both pages together

Property address

ROOM DIMENSIONS

Living room	Family room	Dining room
Kitchen	Primary bedroom	Bedroom 2
Bedroom 3	Bedroom 4	Other room

EXPENSES, LOCATION & PROPERTY NOTES

Annual property taxes / tax year	Special assessments
HOA / condo dues & frequency	Association contact

Elementary school	Middle school	High school

Road access / frontage	Waterfront / view
Flood zone / source	Utilities / restrictions

Known repairs / disclosures / documents needed

MARKETING & SHOWING

Public remarks / property highlights

Directions

Showing instructions / notice required

Lockbox type / location	Access contact

Confidential agent notes

TRANSACTION TRACKING

Contract date	Closing date	Sale price

Buyer agent / brokerage	Title / closing company
Seller concessions / closing costs	Prepared by / date