

\* Area/Tract: (CAR ONLY) \_\_\_\_\_

MLS # \_\_\_\_\_

\*All fields marked with an asterisk (\*) and **Bold Text** are required.

<b>STANDARD INFO</b>	1 * <b>County:</b> _____ * <b>Subdivision:</b> _____	<b>*STATUS</b>	
	2 * <b>Listing Price \$:</b> _____		<input type="checkbox"/> Active <input type="checkbox"/> Auction
	3 * <b>Address:</b> _____ Street # St. Dir. * Street Name * Street Type		<input type="checkbox"/> Temp Off Market <input type="checkbox"/> FNOE
	4 Additional Street #: _____ Unit #: _____ * <b>City:</b> _____		<input type="checkbox"/> Coming Soon Activation Date: _____
	5 * <b>State:</b> _____ * <b>ZIP+4:</b> _____ Lockbox Serial Number: _____		<input type="checkbox"/> Pending (No Showings) <input type="checkbox"/> Pending Continue to Show <input type="checkbox"/> Sold

<b>GENERAL INFORMATION</b>	6 * <b>Directions to Property:</b> _____
	7 * <b>Parcel#/Tax ID:</b> _____ Add'l Parcel ID's: _____
	8 * <b>Legal Description:</b> _____
	9 * <b>Year Built:</b> _____ Year Built Source: <input type="checkbox"/> County Records <input type="checkbox"/> Owner of Record <input type="checkbox"/> Unable To Verify Actual Age
	10 * <b>Repossessed:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No * <b>Disclosed Short Sale:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Possible RELO: <input type="checkbox"/> Yes <input type="checkbox"/> No
	11 * <b>Incentive:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No Incentive Type: <input type="checkbox"/> Agent Bonus <input type="checkbox"/> Buyer Incentive <input type="checkbox"/> Home Purchase Program
	12 * <b>Style:</b> <input type="checkbox"/> 1 Story <input type="checkbox"/> 2+ Story <input type="checkbox"/> Apt. Bldg. <input type="checkbox"/> Conversion <input type="checkbox"/> Duplex/Side By Side <input type="checkbox"/> Tri-Plex <input type="checkbox"/> Four-Plex <input type="checkbox"/> Other Style * <b>New Construction:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
	13 Construction Status: <input type="checkbox"/> Construction Complete <input type="checkbox"/> To Be Built <input type="checkbox"/> Under Construction Zoning: _____ Zoning Cert: <input type="checkbox"/> Yes <input type="checkbox"/> No
	14 * <b>100 Year Flood Plain:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown * <b>Age 55+ Development:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No Development Name: _____
	15 Lake: _____ Elementary School: _____
	16 Middle School: _____ * <b>High School/School District:</b> _____
	17 Owner Name: _____ Owner Phone: _____
	18 Owner Name 2: _____ Owner Phone 2: _____
	19 * <b>Agent Owned:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No * <b>Agent Related To Seller:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No * <b>Agent Is Designated Managing Broker:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
	20 * <b>Approx. Lot Size:</b> _____ Approx. # of Acres: _____
	21 * <b>List Agent:</b> _____ List Team: _____ Appt. Phone: _____
	22 Co-List Agent: _____ Other Agent: _____
	23 * <b>Listing Type:</b> <input type="checkbox"/> Exclusive Agency <input type="checkbox"/> Exclusive Right to Sell <input type="checkbox"/> Exclusive Right to Sell With Exemption(s)
	24 * <b>Include on Internet:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No * <b>IDX Include:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes-Without Address * <b>Include Internet Address:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
	25 * <b>Include Internet AVM:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No * <b>Include Internet Comments:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No * <b>Include REALTOR.com:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No * <b>Include Zillow:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
	26 * <b>Co-Op Compensation:</b> _____ * <b>Dual/Variable Commission:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No Virtually Staged: <input type="checkbox"/> Yes <input type="checkbox"/> No
	27 * <b>Seller is displaying a "For Sale By Owner" or other sign or notice indicating the Seller is soliciting direct contact from Buyers:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
	28 Home Subject To Sale Contingency: <input type="checkbox"/> Yes <input type="checkbox"/> No
	29 * <b>List Date:</b> _____ * <b>Expire Date:</b> _____ * <b>Seller Operating Recording Devices:</b> <input type="checkbox"/> Audio <input type="checkbox"/> Video <input type="checkbox"/> None
	30 Unbranded Virtual Tour (URL): http:// _____
	31 Branded Virtual Tour (URL): http:// _____
	32 Also Reference MLS #: _____ * <b>Total # Units:</b> _____ * <b>Total # Parking:</b> _____
	33 * <b>Total SQFT:</b> _____ * <b>Total # Wtr Htrs:</b> _____ * <b>Total # Heat Units:</b> _____ * <b>Total # CA Units:</b> _____
34 * <b>Total # Gas Meters:</b> _____ * <b>Total # Elec Meters:</b> _____ * <b>Total # Wtr Meters:</b> _____	
35 * <b>Mgr On Site:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No * <b>Mgr Unit Number:</b> _____	
36	

# Ranges	# Refrigerators	# Dishwashers	# Washers	# Dryers	# Window Units

MLS # \_\_\_\_\_

ANNUAL EXPENSES

37 \*Annual Taxes: \_\_\_\_\_ \* Tax Year: \_\_\_\_\_

System will calculate Gross & Net Operating Income and Total Operating Expenses. (Gross Annual - Total Operating Exp. = Net Operating Income):

Gross Annual Rent Inc: \_\_\_\_\_ (\*Calculated by totaling '\$ Rent Monthly')

Gross Annual Inc: \_\_\_\_\_ (\*Calculated by adding 'Gross annual Rent Inc.' and 'Misc. Annual Inc.')

38 \*Misc Annual Inc: \_\_\_\_\_ Annual Vacancy Factor: \_\_\_\_\_

39 \*Advertising Exp: \_\_\_\_\_ \*Insurance Exp: \_\_\_\_\_ \*Management Exp: \_\_\_\_\_

40 \*Maintenance Exp: \_\_\_\_\_ \*Garbage Collection Exp: \_\_\_\_\_ \*Electric Exp: \_\_\_\_\_

41 \*Gas Exp: \_\_\_\_\_ \*Water / Sewer Exp: \_\_\_\_\_ Lawn & Snow Removal Annual Exp.: \_\_\_\_\_

42 Other Exp 1: \$ \_\_\_\_\_ Other Exp 1 Description: \_\_\_\_\_

43 Other Exp 2: \$ \_\_\_\_\_ Other Exp 2 Description: \_\_\_\_\_

UNIT INFO

44		# Bedrooms	# Full Baths	# 1/2 Baths	# Parking	# Parking Covered	# Parking Uncovered	* Fireplace	* \$ Rent Monthly
	*Unit 1							<input type="checkbox"/> Yes <input type="checkbox"/> No	
	*Unit 2							<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Unit 3							<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Unit 4							<input type="checkbox"/> Yes <input type="checkbox"/> No	

REMARKS

45 Public Remarks (1000): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

46 Agent Remarks (400): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

47 Office Remarks (400, Visible To Listing Firm Only): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

48 Ad Remarks (400): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

MLS # \_\_\_\_\_

FEATURES: Select All That Apply.

**A. EXTERIOR (R)**

1. Aluminum Siding
2. Asbestos Siding
3. Brick
4. Brick / Partial
5. Cedar
6. Cement
7. Composition Siding
8. Concrete
9. EFIS
10. Fiber
11. Log
12. Steel Siding
13. Stone
14. Stucco
15. Vinyl Siding
16. Wood Siding
17. Other Exterior

**B. ROOFING (R)**

1. Cement
2. Composition Rolled
3. Metal
4. Rubber
5. Shake
6. Shingles
7. Slate
8. Tar & Gravel
9. Tile
10. Other Roofing

**C. GARAGE/PARKING (R)**

1. Alley
2. Assigned
3. Attached
4. Carport
5. Detached
6. Guest Parking
7. On-Street Parking
8. Oversized
9. Parking Garage
10. Parking Slab
11. Shared Garage
12. Tandem
13. Under
14. Other Garage / Parking

**D. BASEMENT (R)**

1. Block
2. Brick
3. Cellar
4. Concrete
5. Crawl Space
6. Daylight
7. Egress Window
8. Finished
9. Full
10. Partial
11. Partially Finished
12. Piers
13. Poured
14. Slab
15. Stone
16. Unfinished
17. Walk Out
18. None

**E. HEATING / COOLING (R)**

1. Electric
2. Gas
3. Geo Thermal
4. Oil
5. Propane
6. Solar
7. Wood
8. Other Fuel
9. 2+ Cool System
10. Central Air
11. Electronic Air Cleaner
12. Wall Units
13. Whole House Fan
14. Window Units
15. No Cooling
16. Other
17. 2+ Heat System
18. Baseboard
19. Forced Air
20. Generator
21. Gravity
22. Heat Pump
23. Hot Water
24. Humidifier
25. Propane Tank/Leased
26. Propane Tank/Owned
27. Radiant
28. Space Heater / Gas Blower
29. Tankless Water Heater
30. Water Heater Electric
31. Water Heater Gas
32. Zoned
33. Other Mechanics

**F. WATER / SEWER (R)**

1. Aerator/Aerobic
2. Cistern
3. Common Well
4. Community Sewer System
5. Community Water System
6. Ejector Pump
7. Individual Well
8. Lagoon
9. No Sewer
10. No Water
11. Public Sewer
12. Public Water
13. Septic System
14. Sewer Not Connected
15. Sump Pump
16. Sump Pump Hole
17. Water Not Connected
18. Other Water/Sewer

**G. LAUNDRY FACILITIES**

1. Common
2. Leased Equipment
3. No Laundry Equipment
4. Owned Equipment
5. Private
6. Unit Hookups
7. Other Laundry Facilities

**H. INTERIOR AMENITIES**

1. Additional Storage
2. Cable TV Available
3. Elevator
4. Furnished
5. Garage Door Openers
6. Handicap Facility
7. Rec Room
8. Security System Available

**I. ADA FEATURES**

1. Doors
2. Elevator
3. Emergency Intercom
4. Handicap Access
5. Handicap Convertible
6. Kitchen Modification
7. Level
8. Other Bath Modifications
9. Ramped Main Level
10. Roll-In Shower
11. Smart Technology
12. Wheelchair
13. Wide Doorways
14. Wide Hallways
15. Zero Step Entry

**J. EXTERIOR AMENITIES**

1. Fenced
2. Rec Area
3. Swimming Pool

**K. LOT DESCRIPTION (R)**

1. Agricultural
2. Corner
3. Creek
4. Cul-de Sac
5. Extra Lot
6. Fruit Trees
7. Golf Course Frontage
8. Golf Course View
9. Lake/Pond
10. Lake View
11. Level
12. Pasture
13. Ravine
14. River View
15. Sea Wall
16. Sloping
17. Terraced
18. Water Frontage
19. Wooded
20. Other Lot Description

**L. ROAD / ACCESS**

1. Alley
2. Curbs & Gutters
3. Easement
4. Gravel
5. Paved
6. Private Road
7. Shared Access
8. Other Road / Access

**M. POSSIBLE FINANCING**

1. Assumption
2. Cash
3. Contract For Deed
4. Conventional
5. FHA
6. Rural Dev./USDA
7. Trade / Exchange
8. VA
9. Other Financing

**N. LEASE INFORMATION**

1. 1 Year
2. Month to Month
3. Other Lease Info
4. Various Terms

**O. TENANT PAYS**

1. All Utilities
2. Electric Only
3. Garbage Collection
4. Gas & Electric
5. Gas Only
6. Lawn Care
7. No Utilities
8. Sewer
9. Snow Removal
10. Tenant Pays Other
11. Water

**P. INFO ON FILE (R)**

1. Aerial View
2. Assoc. Articles & Bylaws
3. Historic Information
4. Home Warranty
5. Legal Description
6. Party Wall Agreement
7. Plat In Office
8. Pre-Inspection Report
9. Private Road Agreement
10. Restrictions / Covenants
11. Roof Agreement
12. Survey
13. Tenant Lease(s)
14. TOPO Map
15. Well Agreement
16. None
17. Other Info on File

**Q. SHOWING INSTR (R)**

1. 24-Hour Notice
2. Alarm
3. Appointment Required
4. Call Listing Office
5. Call Owner
6. Combination Box
7. Electronic Keybox/Keysafe
8. Key in Office
9. List Agent Must Be Present
10. No Sign On Property
11. Pets
12. Showing Time
13. Tenant Occupied
14. Text Listing Agent
15. Other Showing Instructions

**R. TAX EXEMPTIONS (R)**

1. Disability
2. Homestead Improvement
3. Homestead/Owner Occupied
4. Natural Disaster
5. Senior Freeze
6. Senior Homestead
7. Veterans Disability
8. None
9. Other Tax Exemption

**S. OWNER INFORMATION**

1. Estate
2. Investor Owned
3. Owner Occupied
4. Tenants Rights
5. Trust
6. Vacant

Owner's Signature

Owner's Signature

Date

The information contained herein is deemed reliable but not guaranteed.