

* Area/Tract: _____

MLS # _____

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

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

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

MLS # _____

GENERAL	36 *Total SQFT: _____ *Total # Wtr Htrs: _____ *Total # Heat Units: _____ *Total # CA Units: _____
	37 * Total # Gas Meters: _____ * Total # Elec Meters: _____ * Total # Wtr Meters: _____
	38 * Mgr On Site: <input type="checkbox"/> Yes <input type="checkbox"/> No *Mgr Unit Number: _____
	39

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

ANNUAL EXPENSES	40 *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.')
	41 *Misc Annual Inc: _____ Annual Vacancy Factor: _____
	42 *Advertising Exp: _____ *Insurance Exp: _____ *Management Exp: _____
	43 *Maintenance Exp: _____ *Garbage Collection Exp: _____ *Electric Exp: _____
44 *Gas Exp: _____ *Water / Sewer Exp: _____ Lawn & Snow Removal Annual Exp.: _____	
45 Other Exp 1: \$ _____ Other Exp 1 Description: _____	
46 Other Exp 2: \$ _____ Other Exp 2 Description: _____	

UNIT INFO	47		# Bedrooms	# Full Baths	# ½ 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	48 Public Remarks (1500): _____

49 Agent 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. EIFS
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. Cellar
2. Crawl Space
3. Daylight
4. Egress Window
5. Finished
6. Full
7. Partial
8. Partially Finished
9. Unfinished
10. Walk Out
11. None

E. FOUNDATION

1. Block
2. Brick
3. Concrete
4. Piers
5. Poured
6. Slab
7. Stone

F. 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

G. WATER / SEWER (R)

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

H. LAUNDRY FACILITIES

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

I. INTERIOR AMENITIES

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

J. ADA FEATURES

1. Doors
2. Elevator
3. Emergency Intercom
4. Handicap Access
5. Handicap Convertible
6. Kitchen Modification Level
7. 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

K. EXTERIOR AMENITIES

1. Fenced
2. Rec Area
3. Swimming Pool

L. LOT DESCRIPTION (R)

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

M. ROAD / ACCESS

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

N. 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

O. LEASE INFORMATION

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

P. 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

Q. 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

R. 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/Call Listing Agent
15. Other Showing Instructions

S. 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

T. OWNER INFORMATION

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

Owner's Signature

Owner's Signature

Date