

MLS # _____

* Area/Tract: _____

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

STANDARD INFO

1 * **TYPE**: Single Family Apartment / Condo Duplex * **County**: _____
 2 * **Subdivision**: _____ * **Lease Price \$**: _____ / MO
 3 * **Deposit Amount \$**: _____ Credit Check: Yes No Amt: \$ _____
 4 Application Fee: Yes No Amt: \$ _____
 5 * **Address**: _____
Street # St. Dir. Street Name Street Type
 6 Additional Street #: _____ Unit #: _____ Unit Entry Level #: _____
 7 * **City**: _____ * **State**: _____ * **ZIP**: _____
 8 Lockbox Serial Number: _____

* **STATUS**

Active
 Coming Soon
 Activation Date: _____
 Pending (No Showings)
 Pending Continue to Show
 Sold
 Auction
 FNOE

9 * **Style**: 1 Story 2+ Story Apt. Bldg. Conversion Other Style Side-By-Side * **Condo Project**: _____
 10 * **Directions to Property**: _____
 11 Lake: _____
 12 * **Available By**: _____ Elementary School: _____
 13 Middle School: _____ * **High School/School District**: _____
 14 Owner Name: _____ Owner Phone: _____
 15 Owner Name 2: _____ Owner Phone 2: _____
 16 * **Agent Owned**: Yes No * **Agent Related to Owner**: Yes No * **Agent is Designated Managing Broker**: Yes No
 17 * **Age 55+ Development**: Yes No Development Name: _____
 18 * **Elevator Served**: Yes No College Rental: Yes No Terms: _____
 19 # Bedrooms: _____ * **Total SQ FT**: _____

FINISHED ROOMS	Length (2)		Width (2)		Level	Flooring	Egress Window MINIMUM 20x24 ADD INFO	* Bedroom Bath			Bedroom Bath Size * (Private or Shared)	
	FT	IN	FT	IN				<input type="checkbox"/> None	<input type="checkbox"/> Private	<input type="checkbox"/> Shared	<input type="checkbox"/> ½ Bath	<input type="checkbox"/> Full Bath
* Bedroom 1							* <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> None	<input type="checkbox"/> Private	<input type="checkbox"/> Shared	<input type="checkbox"/> ½ Bath	<input type="checkbox"/> Full Bath
Bedroom 2							* <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> None	<input type="checkbox"/> Private	<input type="checkbox"/> Shared	<input type="checkbox"/> ½ Bath	<input type="checkbox"/> Full Bath
Bedroom 3							* <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> None	<input type="checkbox"/> Private	<input type="checkbox"/> Shared	<input type="checkbox"/> ½ Bath	<input type="checkbox"/> Full Bath
Bedroom 4							* <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> None	<input type="checkbox"/> Private	<input type="checkbox"/> Shared	<input type="checkbox"/> ½ Bath	<input type="checkbox"/> Full Bath
Bedroom 5							* <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> None	<input type="checkbox"/> Private	<input type="checkbox"/> Shared	<input type="checkbox"/> ½ Bath	<input type="checkbox"/> Full Bath

20 # Full Baths: Basement: _____ (1) Lower: _____ (1) Main: _____ (1) Upper: _____ (1) 3rd Floor: _____ (1) Add'l: _____ (1)
 21 # ½ Baths: Basement: _____ (1) Lower: _____ (1) Main: _____ (1) Upper: _____ (1) 3rd Floor: _____ (1) Add'l: _____ (1)
 22 * **Laundry**: Private Common None * **# Cars**: _____ * **Pets Allowed**: Yes No * **Pet Deposit \$**: _____ * **Smoking**: Yes No
 23 * **List Agent**: _____ List Team: _____ Appt. Phone: _____
 24 Co-List Agent: _____ Other List Agent: _____
 25 * **Exclusive Right to Lease**: Yes No * **Exclusive Agency**: Yes No
 26 * **Co-Op Compensation % or \$**: _____ * **Dual/Variable Commission**: Yes No Virtually Staged: Yes No
 27 * **Seller is displaying a "For Sale / For Rent By Owner"** or other sign or notice indicating the Seller is soliciting direct contact from Buyers: Yes No
 28 * **Include on Internet**: Yes No * **IDX Include**: Yes No Yes-Without Address * **Include Internet Address**: Yes No
 29 * **Include Internet AVM**: Yes No * **Include Internet Comments**: Yes No * **Include REALTOR.com**: Yes No
 30 Unbranded Virtual Tour (URL – include http://): _____
 31 Unbranded Virtual Tour #2 (URL – include http://): _____
 32 Branded Virtual Tour (URL – include http://): _____
 33 Branded Virtual Tour #2 (URL – include http://): _____
 34 * **List Date**: _____ * **Expire Date**: _____
 35 Also Reference MLS #: _____ * **Seller Operating Recording Devices**: Audio Audio & Video Video None

GENERAL INFORMATION

FEATURES: Select All That Apply.

MLS # _____

REMARKS	36 Public Remarks (1500): _____

	37 Agent Remarks (400): _____

A. 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

B. TENANT RESPONSIBLE FOR

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

C. INTERIOR AMENITIES

1. Additional Storage
2. Air Purifier
3. Antenna
4. Attic Storage
5. Blinds
6. Built In Bar
7. Cable TV Available
8. Ceiling Fans
9. Ceiling / Cathedral / Vault / Tray
10. Central Vacuum
11. Foyer 2 Story
12. Furnished
13. Garage Door Openers
14. Garden Tub
15. Handicap Facility
16. High Speed Internet Available
17. Hot Tub
18. In Law Quarters
19. Intercom
20. Jetted Tub
21. Pool Indoor
22. Radon Mitigation System
23. Rec Room
24. Sauna
25. Security System Available
26. Skylights
27. Solid Surface Countertop
28. Surround Sound Wiring
29. Wet Bar
30. Window Coverings

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. Fuel
1. Electric
2. Gas
3. GeoThermal
4. Oil
5. Propane
6. Solar
7. Wood
8. Other Fuel
9. Cooling
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. Mechanics
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. APPLIANCES

1. Dishwasher
2. Disposal
3. Dryer
4. Hood / Fan
5. Microwave Oven
6. Range / Oven
7. Refrigerator
8. Trash Compactor
9. Washer
10. Water Filtration System
11. Water Softener / Owned
12. Water Softener / Rented
13. Other Appliances

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. 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
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

 Seller's Signature

 Seller's Signature

 Date

The information contained herein is deemed reliable but not guaranteed.