



Listing Information (RED\* indicates required field)

Listing Information ("/" indicates comment field) 60 characters maximum

\*Property Type **Multi Family** Parcel # \_\_\_\_\_ \*Office ID \_\_\_\_\_  
 \*Agent ID \_\_\_\_\_ Co-Office ID \_\_\_\_\_ Co-Agent ID \_\_\_\_\_ \*Area \_\_\_\_\_  
 Subdivision \_\_\_\_\_ \*County \_\_\_\_\_  
 Location: \*Street # - Modifier \_\_\_\_\_ Direction \_\_\_\_\_ \*Street Name \_\_\_\_\_  
 Suffix \_\_\_\_\_ P-Direction \_\_\_\_\_ Unit # \_\_\_\_\_ \*City \_\_\_\_\_ \*Zip \_\_\_\_\_  
 Cross Street \_\_\_\_\_ \*Map Coordinates \_\_\_\_\_  
**Land Use Code** (R50 Res Undetermine, 401 Apt 4-19, 402 Apt20-39 Fam, 403+Apt 40+, 404 Retail/Apt Over, 431 Offic/Apts Over, 520 Fam Dwellin Over, 521 2Family 0/.99 Acres, 522 2/10-.19.99 Acres, 523 2/20-29.99, 524 2/30-39.99 Acres, 525 2 Fmly Dwelling/40+ Acres, 530 Dwelling Platted Lot, 531 3 Fam 0-.99 Acres, 532 3/10-19.99 Acres, 5333/20-29.99 Acres, 534 3/30-39.99 Acres, 535 Fmly Dwel 40+ Acres, 540 Misc) Circle One  
 Avail for Auction ( Y / N ) Flood Zone ( A / B / C ) Cross Reference ( Y / N ) MLS C.R. # \_\_\_\_\_ / \_\_\_\_\_  
 Owner/Agent ( Y / N ) Special Comp. Type  Auction / \_\_\_\_\_  Graduated / \_\_\_\_\_  Variable / \_\_\_\_\_  
 Bonus Type  Acceptable Date / \_\_\_\_\_  Acceptable Price / \_\_\_\_\_  Full Price / \_\_\_\_\_  
 Other / \_\_\_\_\_ Bonus Amount \$ \_\_\_\_\_

\*Listing Price \_\_\_\_\_  
 Value Range Price \_\_\_\_\_  
 \*Agreement Type \_\_\_\_\_  
 (Exclusive Right, ER Vari Rate, ER BE Vari Rate, ER Buyer Exclusion, Exclusive Agency, EA Vari Rate, EA Buyer Exclusion, EA BE Vari Rate) Circle One  
 Public Viewable (R,com/IDX)  
 \*Show Address to Public ( Y / N ) Circle One  
 Primary Picture Provided by:  
 (Photo / Agent / None) Circle Yes or No  
 Photo Instr \_\_\_\_\_  
 \*Commission:  
 \*Buyer Agency \_\_\_\_\_ (\$ or %)  
 \*Sub Agency \_\_\_\_\_ (\$ or %)  
 Bedroom count \_\_\_\_\_  
 Bath Full count \_\_\_\_\_ Half \_\_\_\_\_

Size(s) \*Approx Sq.Ft. \_\_\_\_\_  
 \*Sq. Ft. Source \_\_\_\_\_  
 Source (Agent/Appr/Own/Public) Circle One  
 Lot Size ( SF or Acres ) \_\_\_\_\_  
 Lot Size Source / \_\_\_\_\_  
 \*Year Blt \_\_\_\_\_ or  
 (New Const / Under Construction) Circle One  
 \*Listing Date \_\_\_\_\_  
 \*Expiration Date \_\_\_\_\_  
 \*School District: \_\_\_\_\_  
 High School Name \_\_\_\_\_  
 Middle School Name \_\_\_\_\_  
 Elementary Name \_\_\_\_\_  
 Special Schl Name \_\_\_\_\_  
 Occupant Type ( O / V / T ) Circle One  
 Owner Name \_\_\_\_\_  
 Owner Phone \_\_\_\_\_  
 Occupant Name \_\_\_\_\_

Occupant Phone \_\_\_\_\_  
 Showing Office Instructions:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \* Style A \_\_\_\_\_  
 (1 Sty, 1-1/2 Sty, 2 Sty, 2-1/2 Sty, 3 Sty, 3Lvl Splt, 4Lvl Splt, Bi-Lvl, Other)  
 Circle One or write Style A on Line

Marketing Remarks (Max 400 characters):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Agent-Only Remarks (Max 200 characters):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Direction to Property (Max 100 characters):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Property Details:**  
 Public Sq Ft \_\_\_\_\_ / \_\_\_\_\_  
 \*Style B \_\_\_\_\_ / \_\_\_\_\_  
 (Architectural, Century, Colonial, Contemporary, Conventional, Legal Conversion, Multi-Bldg, Side by Side, Ranch, Tudor, Up&Down, Victoria, Other)  
 \*Total Num of Units \_\_\_\_\_ / \_\_\_\_\_  
 \*Total Num of Bldg \_\_\_\_\_ / \_\_\_\_\_  
 Total Fireplaces \_\_\_\_\_ / \_\_\_\_\_  
 \*Total RE Taxes/Half \_\_\_\_\_ / \_\_\_\_\_  
 All Spcl Asmt Inc ( Y / N ) / \_\_\_\_\_

Metal / \_\_\_\_\_  
 Pitched / \_\_\_\_\_  
 Rubber / \_\_\_\_\_  
 Slate / \_\_\_\_\_  
 Tar/Gravel / \_\_\_\_\_  
 Tile / \_\_\_\_\_  
 Wood Shingles / \_\_\_\_\_  
 Other / \_\_\_\_\_  
 New / \_\_\_\_\_  
 1-5 Years / \_\_\_\_\_  
 5+ -10 Years / \_\_\_\_\_  
 10+ -15 Years / \_\_\_\_\_  
 15+ Years / \_\_\_\_\_

1st flr Mstr BA / \_\_\_\_\_  
 1st flr Mstr Bed / \_\_\_\_\_  
 1st flr Utility Room / \_\_\_\_\_  
 2nd flr Laundry / \_\_\_\_\_  
 Florida Room / \_\_\_\_\_  
 Foyer / \_\_\_\_\_  
 Foyer 2 Story / \_\_\_\_\_  
 Great Room / \_\_\_\_\_  
 Indoor Pool / \_\_\_\_\_  
 Laundry / \_\_\_\_\_  
 Laundry Closet / \_\_\_\_\_  
 Laundry Room / \_\_\_\_\_  
 Library / \_\_\_\_\_  
 Loft / \_\_\_\_\_  
 Media Room / \_\_\_\_\_  
 Nursery / \_\_\_\_\_  
 Office / \_\_\_\_\_  
 Pantry / \_\_\_\_\_  
 Recreation / \_\_\_\_\_  
 Sauna / \_\_\_\_\_  
 Solarium / \_\_\_\_\_  
 Steam Room / \_\_\_\_\_  
 Studio / \_\_\_\_\_  
 Sun Room / \_\_\_\_\_  
 Workshop / \_\_\_\_\_  
 Other / \_\_\_\_\_

\*Basement  
 Common / \_\_\_\_\_  
 Crawl / \_\_\_\_\_  
 Full / \_\_\_\_\_  
 Partial / \_\_\_\_\_  
 Slab / \_\_\_\_\_  
 Walk-out / \_\_\_\_\_  
 Other / \_\_\_\_\_  
 None / \_\_\_\_\_

**Room Information**  
**Miscellaneous Rooms**  
 Add'l Liv Ste / \_\_\_\_\_  
 Attic / \_\_\_\_\_  
 Balcony / \_\_\_\_\_  
 Bonus Room / \_\_\_\_\_  
 Common Laundry / \_\_\_\_\_  
 Computer Room / \_\_\_\_\_  
 Den / \_\_\_\_\_  
 Exercise Room / \_\_\_\_\_  
 Family Room / \_\_\_\_\_  
 1st flr Bath / \_\_\_\_\_  
 1st flr Bed / \_\_\_\_\_  
 1st flr Laundry / \_\_\_\_\_

\*Roof  
 Asphalt / \_\_\_\_\_  
 Cedar Shake / \_\_\_\_\_  
 Fiberglass / \_\_\_\_\_  
 Flat / \_\_\_\_\_



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**Dining Area**

Breakfast Bar / \_\_\_\_\_

Breakfast Room / \_\_\_\_\_

Dinette / \_\_\_\_\_

Eating Area / \_\_\_\_\_

Frml Dining Rm / \_\_\_\_\_

Nook / \_\_\_\_\_

**Appliances/Equipment**

Air Cleaner Elec / \_\_\_\_\_

Air Clnr/Filter / \_\_\_\_\_

All Units / \_\_\_\_\_

Attic Fan / \_\_\_\_\_

Audio Sys / \_\_\_\_\_

Ceiling Fan / \_\_\_\_\_

Central Vacuum / \_\_\_\_\_

CO Detector / \_\_\_\_\_

Dehumidifer / \_\_\_\_\_

Dishwasher / \_\_\_\_\_

Dryer / \_\_\_\_\_

Freezer / \_\_\_\_\_

Fuel Monitor / \_\_\_\_\_

Garbage Disposal / \_\_\_\_\_

Gas Grill / \_\_\_\_\_

Hot Tub/Spa / \_\_\_\_\_

Humidifier / \_\_\_\_\_

Indoor Grill / \_\_\_\_\_

Intercom / \_\_\_\_\_

Lawn Sprinkler / \_\_\_\_\_

Microwave / \_\_\_\_\_

Oven / \_\_\_\_\_

Range / \_\_\_\_\_

Refrigerator / \_\_\_\_\_

Satel' Dish / \_\_\_\_\_

Satel' Dish-owned / \_\_\_\_\_

Satel' Dish-rentd / \_\_\_\_\_

Security Lights / \_\_\_\_\_

Security System / \_\_\_\_\_

Skylight / \_\_\_\_\_

Smoke Detector / \_\_\_\_\_

Some Units / \_\_\_\_\_

Sump Pump / \_\_\_\_\_

Trash Compactor / \_\_\_\_\_

Video System / \_\_\_\_\_

Washer / \_\_\_\_\_

Water Soft-owned / \_\_\_\_\_

Water Soft-rented / \_\_\_\_\_

Wet Bar / \_\_\_\_\_

Whirlpool / \_\_\_\_\_

Wire/Cable TV / \_\_\_\_\_

Wire/Cable Internet / \_\_\_\_\_

Wire/ComNetwork / \_\_\_\_\_

Other / \_\_\_\_\_

**\*Exterior Construction**

Aluminum / \_\_\_\_\_

Asbestos / \_\_\_\_\_

Asphalt / \_\_\_\_\_

Block / \_\_\_\_\_

Brick / \_\_\_\_\_

Cedar / \_\_\_\_\_

Log / \_\_\_\_\_

Masonite / \_\_\_\_\_

Modular / \_\_\_\_\_

Redwood / \_\_\_\_\_

Rough Hewn / \_\_\_\_\_

Shingles / \_\_\_\_\_

Stone / \_\_\_\_\_

Stucco / \_\_\_\_\_

Vinyl / \_\_\_\_\_

Wood / \_\_\_\_\_

Other / \_\_\_\_\_

**Porches/Deck**

Back / \_\_\_\_\_

Deck / \_\_\_\_\_

Enclosed / \_\_\_\_\_

Balcony / \_\_\_\_\_

Front / \_\_\_\_\_

Patio / \_\_\_\_\_

Screened / \_\_\_\_\_

Slide / \_\_\_\_\_

Wrap Around / \_\_\_\_\_

None / \_\_\_\_\_

Other / \_\_\_\_\_

**\*Driveway**

Blacktop / \_\_\_\_\_

Brick / \_\_\_\_\_

Concrete / \_\_\_\_\_

Gravel / \_\_\_\_\_

Add'l Parking / \_\_\_\_\_

Circular / \_\_\_\_\_

Shared / \_\_\_\_\_

Turn Ard Area / \_\_\_\_\_

Other / \_\_\_\_\_

None / \_\_\_\_\_

**Fences**

Brick Wall / \_\_\_\_\_

Chain Link / \_\_\_\_\_

Invisible Pet / \_\_\_\_\_

Iron / \_\_\_\_\_

Rail / \_\_\_\_\_

Stone Wall / \_\_\_\_\_

Wood / \_\_\_\_\_

Vinyl / \_\_\_\_\_

Full / \_\_\_\_\_

Partial / \_\_\_\_\_

Privacy / \_\_\_\_\_

Other / \_\_\_\_\_

**\*Garage # of Cars Units** \_\_\_ / \_\_\_\_\_

**\*Garage Features**

Attached / \_\_\_\_\_

Detached / \_\_\_\_\_

Carport / \_\_\_\_\_

Tandem / \_\_\_\_\_

Attic Access / \_\_\_\_\_

Door Opener / \_\_\_\_\_

Drain / \_\_\_\_\_

Electric / \_\_\_\_\_

Extra Storage / \_\_\_\_\_

Heated / \_\_\_\_\_

Street/Public / \_\_\_\_\_

Underground / \_\_\_\_\_

Utility Sink / \_\_\_\_\_

Water-Cold Only / \_\_\_\_\_

Water- Hot/Cold / \_\_\_\_\_

Indoor Parking Assg / \_\_\_\_\_

Indoor Parking Not-Assg / \_\_\_\_\_

Outdoor Parking Assg / \_\_\_\_\_

Outdoor Parking Not-Assg / \_\_\_\_\_

1 to 10 Spaces / \_\_\_\_\_

11 to 25 Spaces / \_\_\_\_\_

26 to 50 Spaces / \_\_\_\_\_

51+ Spaces / \_\_\_\_\_

Other / \_\_\_\_\_

None / \_\_\_\_\_

**Amenities**

Broadband Intnt Avl / \_\_\_\_\_

Concierge Service / \_\_\_\_\_

Exercise Rm / \_\_\_\_\_

Gazebo / \_\_\_\_\_

Golf Avail / \_\_\_\_\_

Guest House/Room / \_\_\_\_\_

Health Club / \_\_\_\_\_

Horse Barn / \_\_\_\_\_

Laundromat / \_\_\_\_\_

Laundry Hookup / \_\_\_\_\_

Maid Service / \_\_\_\_\_

Medical Service / \_\_\_\_\_

Party Rm / \_\_\_\_\_

Pavillion / \_\_\_\_\_

Picnic Area / \_\_\_\_\_

Playground / \_\_\_\_\_

Pool-Above Grd / \_\_\_\_\_

Pool-Indoor / \_\_\_\_\_

Pool-Inground / \_\_\_\_\_

Pool House/Cabana / \_\_\_\_\_

Restaurant/Lounge / \_\_\_\_\_

Retail/Shops / \_\_\_\_\_

Sauna/Spa / \_\_\_\_\_

Shed/Outbuilding / \_\_\_\_\_

Tennis Court / \_\_\_\_\_

Walking Path/Trail / \_\_\_\_\_

Whirlpool/Hot Tub / \_\_\_\_\_

Other / \_\_\_\_\_

**Lot Features**

**\*Lot Size Front** \_\_\_\_\_ / \_\_\_\_\_

**\*Lot Size Depth** \_\_\_\_\_ / \_\_\_\_\_

**\*Lot Dimensions** \_\_\_\_\_

**\*Lot Number** \_\_\_\_\_

**\*Lot Site**

Add'l Land Avail / \_\_\_\_\_

Beach Front / \_\_\_\_\_

City Lot / \_\_\_\_\_

Corner Lot/ \_\_\_\_\_

Cul-de-Sac / \_\_\_\_\_

Dead End St / \_\_\_\_\_

Dock / \_\_\_\_\_

Golf Crs / \_\_\_\_\_

Hillside / \_\_\_\_\_

Horse Permitted / \_\_\_\_\_

Irregular / \_\_\_\_\_

Lake Front / \_\_\_\_\_

Lake Priv/Acc / \_\_\_\_\_

Leased Land / \_\_\_\_\_

Oil/Gas Well / \_\_\_\_\_

Pond / \_\_\_\_\_

Under 1/2 Acre / \_\_\_\_\_

River Front / \_\_\_\_\_

Sidewalks / \_\_\_\_\_

Spring/Creek / \_\_\_\_\_

Trees / \_\_\_\_\_

Wetlands / \_\_\_\_\_

Woods / \_\_\_\_\_

Other \_\_\_\_\_

Not Applicable \_\_\_\_\_

**View**

Valley / \_\_\_\_\_

City View / \_\_\_\_\_

Golf Crs / \_\_\_\_\_

Lake / \_\_\_\_\_

Pond / \_\_\_\_\_

Park / \_\_\_\_\_

River / \_\_\_\_\_

Stream / \_\_\_\_\_

Wooded / \_\_\_\_\_

Other / \_\_\_\_\_

**Interior Features**

**\*Heating Type**

Baseboard / \_\_\_\_\_

Central Per Bldg / \_\_\_\_\_

Central Per Unit / \_\_\_\_\_

Dual / \_\_\_\_\_

Forced Air / \_\_\_\_\_

Heat Pump / \_\_\_\_\_

Hot Air Gravity / \_\_\_\_\_

Hot Water / \_\_\_\_\_

Radiant / \_\_\_\_\_

Space Elec Meter / \_\_\_\_\_

Steam / \_\_\_\_\_

Zoned / \_\_\_\_\_

Other / \_\_\_\_\_

**\*Heating Fuel**

Coal / \_\_\_\_\_

Electric / \_\_\_\_\_

Dual / \_\_\_\_\_

Gas / \_\_\_\_\_

Geothermal / \_\_\_\_\_

Oil / \_\_\_\_\_

Propane / \_\_\_\_\_

Separate Meters-Elec / \_\_\_\_\_

Solar / \_\_\_\_\_

Wood / \_\_\_\_\_

Other / \_\_\_\_\_

**\*Water & Sewer**

Aeration System / \_\_\_\_\_

Cistern / \_\_\_\_\_

Plumbing-Copper / \_\_\_\_\_

Plumbing-Galv / \_\_\_\_\_

Plumbing Plastic / \_\_\_\_\_

Pond/Spring / \_\_\_\_\_

Seller's Initials





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**Unit Mix**  
 Type 1 # Unit \_\_\_\_\_ / \_\_\_\_\_  
 Type 2 # Unit \_\_\_\_\_ / \_\_\_\_\_  
 Type 3 # Unit \_\_\_\_\_ / \_\_\_\_\_  
 Type 4 # Unit \_\_\_\_\_ / \_\_\_\_\_

**Ranges/Unit**  
 Type 1 # of Ranges \_\_\_\_\_ / \_\_\_\_\_  
 Type 2 # of Ranges \_\_\_\_\_ / \_\_\_\_\_  
 Type 3 # of Ranges \_\_\_\_\_ / \_\_\_\_\_  
 Type 4 # of Ranges \_\_\_\_\_ / \_\_\_\_\_

**Income Information**  
 Gross Rent \$ \_\_\_\_\_ / \_\_\_\_\_  
 Other Income \$ \_\_\_\_\_ / \_\_\_\_\_  
 \*Total Gross Rent \$ \_\_\_\_\_ / \_\_\_\_\_

**Rooms/Units**  
 Type 1 Rooms/Unit \_\_\_\_\_ / \_\_\_\_\_  
 Type 2 Rooms/Unit \_\_\_\_\_ / \_\_\_\_\_  
 Type 3 Rooms/Unit \_\_\_\_\_ / \_\_\_\_\_  
 Type 4 Rooms/Unit \_\_\_\_\_ / \_\_\_\_\_

**Refrigerators/Unit**  
 Type 1 # of Refrig \_\_\_\_\_ / \_\_\_\_\_  
 Type 2 # of Refrig \_\_\_\_\_ / \_\_\_\_\_  
 Type 3 # of Refrig \_\_\_\_\_ / \_\_\_\_\_  
 Type 4 # of Refrig \_\_\_\_\_ / \_\_\_\_\_

Vacancy Allowance \$ \_\_\_\_\_ / \_\_\_\_\_  
 \*Total Annual Expse \$ \_\_\_\_\_ / \_\_\_\_\_  
 \*Net Operating Income \$ \_\_\_\_\_ / \_\_\_\_\_

**Bedrooms/Unit**  
 Type 1 Bed rms/Unit \_\_\_\_\_ / \_\_\_\_\_  
 Type 2 Bed rms/Unit \_\_\_\_\_ / \_\_\_\_\_  
 Type 3 Bed rms/Unit \_\_\_\_\_ / \_\_\_\_\_  
 Type 4 Bed rms/Unit \_\_\_\_\_ / \_\_\_\_\_

**Dishwashers/Unit**  
 Type 1 # of Dshwshrs \_\_\_\_\_ / \_\_\_\_\_  
 Type 2 # of Dshwshrs \_\_\_\_\_ / \_\_\_\_\_  
 Type 3 # of Dshwshrs \_\_\_\_\_ / \_\_\_\_\_  
 Type 4 # of Dshwshrs \_\_\_\_\_ / \_\_\_\_\_

**Expense Information**  
 Amenity Name \_\_\_\_\_  
 Annual RE Taxes \$ \_\_\_\_\_ / \_\_\_\_\_

**Baths/Units**  
 Type 1 Baths/Unit \_\_\_\_\_ / \_\_\_\_\_  
 Type 2 Baths/Unit \_\_\_\_\_ / \_\_\_\_\_  
 Type 3 Baths/Unit \_\_\_\_\_ / \_\_\_\_\_  
 Type 4 Baths/Unit \_\_\_\_\_ / \_\_\_\_\_

**Disposals/Unit**  
 Type 1 # of Disposals \_\_\_\_\_ / \_\_\_\_\_  
 Type 2 # of Disposals \_\_\_\_\_ / \_\_\_\_\_  
 Type 3 # of Disposals \_\_\_\_\_ / \_\_\_\_\_  
 Type 4 # of Disposals \_\_\_\_\_ / \_\_\_\_\_

Insurance \$ \_\_\_\_\_ / \_\_\_\_\_  
 Management \$ \_\_\_\_\_ / \_\_\_\_\_  
 Maintenance \$ \_\_\_\_\_ / \_\_\_\_\_

**Monthly Income/Unit**  
 Type 1 Avg Mo. Inc Unit \_\_\_\_\_ / \_\_\_\_\_  
 Type 2 Avg Mo. Inc Unit \_\_\_\_\_ / \_\_\_\_\_  
 Type 3 Avg Mo. Inc Unit \_\_\_\_\_ / \_\_\_\_\_  
 Type 4 Avg Mo. Inc Unit \_\_\_\_\_ / \_\_\_\_\_

**Coin Washer/Unit**  
 Type 1 # of Coin Washers \_\_\_\_\_ / \_\_\_\_\_  
 Type 2 # of Coin Washers \_\_\_\_\_ / \_\_\_\_\_  
 Type 3 # of Coin Washers \_\_\_\_\_ / \_\_\_\_\_  
 Type 4 # of Coin Washers \_\_\_\_\_ / \_\_\_\_\_

Heat \$ \_\_\_\_\_ / \_\_\_\_\_  
 Electric \$ \_\_\_\_\_ / \_\_\_\_\_  
 Sewer/Water \$ \_\_\_\_\_ / \_\_\_\_\_

**Average SF/Unit**  
 Type 1 Avg SF Unit \_\_\_\_\_ / \_\_\_\_\_  
 Type 2 Avg SF Unit \_\_\_\_\_ / \_\_\_\_\_  
 Type 3 Avg SF Unit \_\_\_\_\_ / \_\_\_\_\_  
 Type 4 Avg SF Unit \_\_\_\_\_ / \_\_\_\_\_

**Coin Dryers/Unit**  
 Type 1 # of Coin Dryers \_\_\_\_\_ / \_\_\_\_\_  
 Type 2 # of Coin Dryers \_\_\_\_\_ / \_\_\_\_\_  
 Type 3 # of Coin Dryers \_\_\_\_\_ / \_\_\_\_\_  
 Type 4 # of Coin Dryers \_\_\_\_\_ / \_\_\_\_\_

Trash/Rubbish \$ \_\_\_\_\_ / \_\_\_\_\_  
 Miscellaneous \$ \_\_\_\_\_ / \_\_\_\_\_  
 Lawn/Snow Maint \$ \_\_\_\_\_ / \_\_\_\_\_

Notes:

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Signature