

Agent Name: \_\_\_\_\_ Date Entered \_\_\_/\_\_\_/\_\_\_ Listing # \_\_\_\_\_

**GENERAL INFORMATION**

Auction \_\_\_\_ (Y/N) Area \_\_\_\_\_ Cross Reference \_\_\_\_ (Y/N) Listing Price \$ \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ County \_\_\_\_\_

Parcel ID# \_\_\_\_\_ Map Coordinates \_\_\_\_\_ Publish Listing on Internet Y/N \_\_\_\_\_

Broker Reciprocity \_\_\_\_ Y/N Address \_\_\_\_\_  
Street No. Street Dir. Street Name Unit Number

City \_\_\_\_\_ Town \_\_\_\_\_ Zip \_\_\_\_\_ - \_\_\_\_\_

Zoning \_\_\_\_\_ Virtual Tour \_\_\_\_\_

**LISTING INFORMATION**

List Office ID \_\_\_\_\_ Listing Office Name \_\_\_\_\_ List Office Ph (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

List Agt ID \_\_\_\_\_ List Agt Name \_\_\_\_\_ List Agt Ph (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Ext: \_\_\_\_\_

List Agt Voice Mail(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Co-List Agt ID \_\_\_\_\_ Co-List Agt Name \_\_\_\_\_ Co-List Agt Ph (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Occupied by \_\_\_\_ (T-Tenant, O-Owner, V-Vacant) Show Instruc. \_\_\_\_\_ Listing Type \_\_\_\_ (EA/ER)

Subagent \_\_\_\_\_ (\$/%) Buyer Agent \_\_\_\_\_ (\$/%) Dual Rate \_\_\_\_ (Y/N) Service Limitations \_\_\_\_ (LS/EO/NA)

Comm Desc \_\_\_\_\_ Less Lot of \$ \_\_\_\_\_, \_\_\_\_\_

Named Exceptions \_\_\_\_ (Y/N) Property Disclosure \_\_\_\_ (Y/N) Lead Base Paint Disclosure \_\_\_\_ (Y/N)

Listing Date \_\_\_/\_\_\_/\_\_\_ Expire Date \_\_\_/\_\_\_/\_\_\_ Auction Date \_\_\_/\_\_\_/\_\_\_ Take Photo \_\_\_\_ (Y/N)  
mm dd yyyy mm dd yyyy mm dd yyyy

**INTERIOR/EXTERIOR INFORMATION**

Bedrooms \_\_\_\_\_ # of Rooms \_\_\_\_\_ Year Built \_\_\_\_\_ Year Built Description \_\_\_\_ (UNK or UC)

Est. Completion Date \_\_\_/\_\_\_/\_\_\_ Square Feet \_\_\_\_\_ Square Feet Source \_\_\_\_\_  
mm dd yyyy Measured None Prints Publcrc See Rmks

Handicap Access \_\_\_\_ (Y/N) Full Bath Upper \_\_\_\_\_ Full Bath Main \_\_\_\_\_ Full Bath Lower \_\_\_\_\_

Half Bath Upper \_\_\_\_\_ Half Bath Main \_\_\_\_\_ Half Bath Lower \_\_\_\_\_ Master Bath \_\_\_\_ (Y/N)

**ROOM INFORMATION**

<u>Room</u>	<u>Level</u>	<u>Lgth/Wdth</u>	<u>WinCov</u> Y/N	<u>Features</u>	<i>*Features to select from</i>	
Bed 2	___	___ X ___	___	_____	ADLVQTR	ENTCNTR
Bed 3	___	___ X ___	___	_____	BALCONY	FIREPLCE
Bed 4	___	___ X ___	___	_____	BAR	FORMAL
Bed 5	___	___ X ___	___	_____	BAYWNDOW	HOTTUB
Den	___	___ X ___	___	_____	BOWWADOW	ISLAND
DiningRm	___	___ X ___	___	_____	CCEILING	KFCOMBO
FamRm	___	___ X ___	___	_____	CEILFAN	LDCOMBO
Kitchen	___	___ X ___	___	_____	COUNTRY	OTHER
LivingRm	___	___ X ___	___	_____	CROWN	PANTRY
Master Bed	___	___ X ___	___	_____	DECK-PAT	SKYLIGHT
(other Rm 1)	___	___ X ___	___	_____	DININGL	VCEILING
(other Rm 2)	___	___ X ___	___	_____	EAT-IN	WETBAR

**Other room Name choices:** BEDROOM ENTRY OTHER SUNROOM **Level:**  
 BREAKFST EXERCISE REC UTL-LNDY **U=Upper M=Main**  
 DEN GREATRM SCRPORCH WORKSHOP **N=None L=Lower**  
 ENPORCH LOFT FINISHED BASEMENT HOME THEATER

Garage Spaces \_\_\_\_\_ Lot Size \_\_\_\_\_ Acres \_\_\_\_\_

Subdivision \_\_\_\_\_ Plat \_\_\_\_\_ Lot \_\_\_\_\_ School District \_\_\_\_\_

Elem. Sch. \_\_\_\_\_ High \_\_\_\_\_

Annual Association Fee \$ \_\_\_\_\_ Assessment Type \_\_\_\_\_

Construction Assessment \$ \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ Balance Construction Assessment \$ \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Tax 1 \$ \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ Tax 2 \$ \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ Homestead Exempt \_\_\_\_ (Y/N)

**Fields in Underline = required fields (circle all that apply)**

**1. Type** (req'd, choose one)

- 01 1-STY
- 02 1.5-STY
- 03 2-STY
- 04 2.5-STY
- 05 3-STY
- 06 Bi-Level
- 07 Tri-Level
- 08 Other
- 09 QuadLevel
- 10 Split

**2. Style** (choose 1)

- 01 Bungalow
- 02 Cape Cod
- 03 Country French
- 04 Colonial
- 05 Contemporary
- 06 Dutch Colonial
- 07 Early American
- 08 Garrison Colonial
- 09 Log
- 10 Traditional
- 11 Tudor
- 12 Victorian
- 13 Williamsburg

**3. Exterior** (req'd, choose 1)

- 01 Aluminum, Vinyl, Steel
- 02 Brick, Stone
- 03 Other
- 04 Shingle
- 05 Stucco
- 06 Wood Comp

**4. Found.** (req'd, choose up to 2)

- 01 Basement
- 02 Crawl
- 03 Slab

**5. Roof** (req'd, choose 1)

- 01 Flat
- 02 Metal
- 03 Other
- 04 Shingle
- 05 Slate
- 06 Tile
- 07 Wood

**6. Garage** (req'd, choose up to 3)

- 01 Additional Storage
- 02 Attached
- 03 Carport
- 04 Detached
- 05 Garage
- 06 None
- 07 Off Street
- 08 Other
- 09 Rear Load
- 10 Side Load
- 11 Pole Barn

**7. Driveway** (req'd, choose up to 2)

- 01 Alley
- 02 Asphalt
- 03 Circular
- 04 Concrete
- 05 Dirt
- 06 Gravel
- 07 None
- 08 Other
- 09 Shared

**8. Lot Desc** (req'd, choose up to 3)

- 01 Corner
- 02 Creek
- 03 Cul De Sac
- 04 Deadend
- 05 Ext. Lot
- 06 Farm
- 07 Golf
- 08 Irregular
- 09 Lake Front
- 10 Other
- 11 Pond
- 12 Private Road
- 13 Ravine
- 14 River Front
- 15 Rural
- 16 Unpaved
- 17 Water Access
- 18 Water View
- 19 Wooded
- 20 Zero Lot Line
- 21 Regular

**9. Fireplace** (req'd, choose up to 5)

- 01 Basement-Rec
- 02 Circblow
- 03 Family
- 04 Free
- 05 Gas
- 06 Glass
- 07 Grate
- 08 Insert
- 09 Living
- 10 Loglitr
- 11 Master
- 12 None
- 13 Other
- 14 Screen
- 15 Tools
- 16 Woodburn
- 17 Wood Stove

**10. Equip** (req'd, choose up to 12)

- 01 Alarm
- 02 Attic Fan
- 03 Central Vacuum
- 04 Compactor
- 05 Dehumidifier
- 06 Dishwasher
- 07 Disposal

- 08 Dryer
- 09 Gas Grill
- 10 House Fan
- 11 Humidifier
- 12 Intercom
- 13 LP Leased
- 14 LP Owned
- 15 LP Supp
- 16 Microwave
- 17 None
- 18 Opener
- 19 Other

- 20 RangeConE
- 21 RangeConG
- 22 Range Oven
- 23 Refrigerator
- 24 Smoke Alarm
- 25 Softlse
- 26 Softown
- 27 Sprinkler
- 28 Washer
- 29 Whirlpool/Hot Tub

**11. Misc.** (req'd, choose up to 12)

- 01 1<sup>st</sup> Laundry
- 02 2<sup>nd</sup> Laundry
- 03 Above Pool
- 04 Attic Storage
- 05 Adivatr
- 06 Barn
- 07 Breaker Box
- 08 Cable TV
- 09 Chattel
- 10 Deck
- 11 DryConE
- 12 DryConG
- 13 Fence
- 14 Fuse Box
- 15 Home Warranty
- 16 In Pool
- 17 Inglass
- 18 Other
- 19 Patio
- 20 Satellite
- 21 Screens
- 22 Shed
- 23 Storms
- 24 TV Antenna
- 25 Walk-In

**12. Heating** (req'd, choose 1)

- 01 Forced Air
- 02 Geothermal
- 03 Gravity
- 04 Heat Pump
- 05 Other
- 06 Radiant
- 07 Radiator

**13. Heat Fuel** (req'd, choose 1)

- 01 Electric
- 02 Natural Gas
- 03 Oil

- 04 Other
- 05 Propane
- 06 Solar
- 07 Wood/Coal

**14. Cooling** (choose 1)

- 01 Central Air
- 02 None
- 03 Other
- 04 Wall
- 05 Window

**15. Water Htr** (choose 1)

- 01 Electric
- 02 Gas
- 03 Oil
- 04 Other
- 05 Propane
- 06 Solar

**16. Water** (choose up to 2)

- 01 Holding
- 02 Other
- 03 Pond
- 04 Private
- 05 Public
- 06 Well

**17. Sewer** (choose up to 2)

- 01 Other
- 02 Sanitary
- 03 Septic
- 04 Storm

**18. Terms** (choose up to 8)

- 01 Agent-Owner
- 02 Assume
- 03 Cash
- 04 Conventional
- 05 FHA
- 06 Land Contract
- 07 Lease Option
- 08 Lease Purch
- 09 Other
- 10 Rent
- 11 Seller Assist
- 12 VA

**19. Possess** (choose 1)

- 01 30 DAC
- 02 At Close
- 03 Negotiable
- 04 Other
- 05 Spec Date
- 06 Ten Right

**Remarks: (max len 375)**

1 \_\_\_\_\_  
 \_\_\_\_\_  
 2 \_\_\_\_\_  
 \_\_\_\_\_  
 3 \_\_\_\_\_

**Private Remarks: (max len 150)**

1 \_\_\_\_\_  
 \_\_\_\_\_  
 2 \_\_\_\_\_  
 \_\_\_\_\_

**Directions to Property (max len 80)**

1 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_