

\*\* ALL FIELDS MARKED WITH AN ASTERISK (\*) MUST BE COMPLETED \*\*

**STANDARD**

(Select One Only)

\* Type:

- Acreage
- Residential Lot
- Mobile Home Lot
- Commercial Site
- Other

\* Area: \_\_\_\_\_ \* Price:\$ \_\_\_\_\_ \* Sale/Rent:  For Sale  For Rent

\* Address: \_\_\_\_\_  
St. # \_\_\_\_\_ St. Dir. \_\_\_\_\_ Street Name \_\_\_\_\_ St. Type \_\_\_\_\_

Address 2: \_\_\_\_\_ \* Subdivision \_\_\_\_\_

\* City: \_\_\_\_\_ \* State: \_\_\_\_\_ \* Zip Code: \_\_\_\_\_

\* County: \_\_\_\_\_

\* In City (Y/N): \_\_\_\_\_ \* IDX Include:  Yes  No  Yes-without Address \* On Internet:  Yes  No  Yes-without Address

\* VOW Include:  Yes  No \* VOW Address:  Yes  No \* VOW Comment:  Yes  No \* VOW AVM  Yes  No

**KEYWORDS**

\* Type Property

- |  |  |
|--|--|
| <input type="checkbox"/> Residential Single Family | <input type="checkbox"/> Commercial                |
| <input type="checkbox"/> Residential Multi-Family  | <input type="checkbox"/> Industrial                |
| <input type="checkbox"/> Agricultural              | <input type="checkbox"/> Office & Institutions     |
| <input type="checkbox"/> Recreation                | <input type="checkbox"/> Planned Urban Development |
| <input type="checkbox"/> Mobile Home Park          | <input type="checkbox"/> Other - See Remarks       |

\* Lot Size/Acreage

- |   |   |
|---|---|
| <input type="checkbox"/> 1/2 Acre or Less | <input type="checkbox"/> 10 > 25 Acres  |
| <input type="checkbox"/> 1/2 to 1 Acre    | <input type="checkbox"/> 25 > 50 Acres  |
| <input type="checkbox"/> 1 > 2 Acres      | <input type="checkbox"/> 50 > 100 Acres |
| <input type="checkbox"/> 2 > 5 Acres      | <input type="checkbox"/> Over 100 Acres |
| <input type="checkbox"/> 5 > 10 Acres     |   |

**GENERAL**

\* Tax ID Number: \_\_\_\_\_

Legal Lot Number: \_\_\_\_\_

\* Approx. Lot Dimensions: \_\_\_\_\_

*Enter Frontage first then clockwise. If dimensions are uneven round down*

\* Approx. # of Acres: \_\_\_\_\_

\*\* Either Approx. Lot Dimensions or Approx. # of Acres are required

Road Frontage: \_\_\_\_\_ Water Frontage: \_\_\_\_\_

Zoning: \_\_\_\_\_

Lake Property:  Yes  No Lake: \_\_\_\_\_

Equestrian Property:  Yes  No Location: \_\_\_\_\_

\* Elementary School: \_\_\_\_\_

\* Middle School: \_\_\_\_\_

\* High School: \_\_\_\_\_

\* Auction:  Yes  No

\* List Agent: \_\_\_\_\_

\* List Agent License ID: \_\_\_\_\_

\* List Office: \_\_\_\_\_

\* List Office License ID: \_\_\_\_\_

List Team: \_\_\_\_\_

Co-List Agent: \_\_\_\_\_

Co-List Office: \_\_\_\_\_

\* Listing Type: \_\_\_\_\_

\* Listing Date: \_\_\_\_\_

\* Expiration Date: \_\_\_\_\_

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

Non-Branded Virtual Tour \_\_\_\_\_

Non-Branded Aerial Tour \_\_\_\_\_

Online Offers: \_\_\_\_\_

**FINANCIAL**

Total Taxes \$: \_\_\_\_\_

\* Tax Year: \_\_\_\_\_

Tax Rate (4%/6%): \_\_\_\_\_

\* Rollback Taxes:  Yes  No

\* Short Sale:  Yes  No

\* Foreclosure:  Yes  No

\* HOA:  Yes  No

\*\*HOA/Regime Fee Mandatory:  Yes  No

\*\*HOA/Regime Fee Term  Annual  Monthly  Other

\*\*Additional fees required if HOA = Yes

\*\*HOA/Regime Fee \$: \_\_\_\_\_ \*\*HOA Contact Name & Phone #: \_\_\_\_\_

Special Assessment:  Yes  No

\*\*Assessment Mandatory:  Yes  No

\*\* Assessment Term:  Annual  Monthly  Other

\*\* Additional fields required if Special Assessment = Yes

\*\* Assessment Fee \$: \_\_\_\_\_ \*\* Assessment Comments: \_\_\_\_\_

\* Homestead:  Yes  No Electric Co: \_\_\_\_\_ Gas Co: \_\_\_\_\_ Water Co: \_\_\_\_\_

## FEATURES

### \* A - PROP DESCRIPTION

- A1 - Creek
- A2 - Cropland
- A3 - Hardwood
- A4 - Lake
- A5 - Lake View
- A6 - Mountain View
- A7 - Open
- A8 - Pasture
- A9 - Pines
- A10 - Pond
- A11 - River
- A12 - Spring
- A13 - Stream
- A14 - Timber
- A15 - Wooded
- A16 - Other

### \* B - LOCATION

- B1 - Corner
- B2 - Cul-de-Sac
- B3 - Business District
- B4 - Golf Course
- B5 - Industrial Park
- B6 - On Lake or Waterfront
- B7 - Office Center
- B8 - Shopping Center
- B9 - Rural
- B10 - Other

### BA - LAKE PROP FEATURES

- BA1 - Water Front Lot
- BA2 - Interior Lot
- BA3 - Dock in Place
- BA4 - Zoned / See Remarks

### BC - EQUESTRIAN PROP FEATURES

- BC1 - 1-4 Stalls
- BC2 - 5-8 Stalls
- BC3 - 9+ Stalls
- BC4 - Arena
- BC5 - Arena Covered
- BC6 - Barn
- BC7 - Boarding Stable
- BC8 - Fenced
- BC9 - Government Land Access
- BC10 - Pasture
- BC11 - Riding Trail(s)
- BC12 - Round Pen
- BC13 - Other

### \* C - ROAD FRONTAGE

- C1 - City Street
- C2 - County Road
- C3 - Deeded Access
- C4 - Dirt Road
- C5 - Easement Road
- C6 - Gravel Road
- C7 - Interstate Frontage
- C8 - Interstate 1 Mi or Less
- C9 - No Road Frontage
- C10 - Private Road
- C11 - Paved Road
- C12 - State Highway
- C13 - US Hwy
- C14 - Other

### \* D - TOPOGRAPHY

- D1 - Bottom
- D2 - Flood Plain Area
- D3 - Level
- D4 - Mountain
- D5 - Rocky
- D6 - Rolling
- D7 - Sloping
- D8 - Steep
- D9 - Other

### \* E - COVENANTS

- E1 - Limited Animals
- E2 - Minimum House Size
- E3 - No Commercial
- E4 - No Mobile Homes
- E5 - No Further Subdividing
- E6 - Special Construction
- E7 - Other
- E8 - None

### \* F - RESTRICTIONS

- F1 - Architectural Controls
- F2 - Deed Restrictions
- F3 - Easements
- F4 - No Restrictions
- F5 - Other

### \* G - WATER

- G1 - Public
- G2 - Public Available
- G3 - Well
- G4 - Other / See Remarks

### \* H - SEWER

- H1 - Public
- H2 - Public Available
- H3 - Private Co-Op
- H4 - Septic
- H5 - Other

### \* I - AMENITIES INCLUDE

- I1 - Age Restricted
- I2 - Air Strip
- I3 - Athletic Facilities/Field(s)
- I4 - Boat Ramp
- I5 - Boat Storage
- I6 - Club House
- I7 - Common Area(s)
- I8 - Dock
- I9 - Dog Park
- I10 - Exercise Facility
- I11 - Gated Community
- I12 - Golf
- I13 - Historic Area
- I14 - Horses Permitted
- I15 - Landscape Maintenance
- I16 - Lawn Maintenance
- I17 - Lights
- I18 - Neighborhood Lake/Pond
- I19 - Path
- I20 - Pet Restrictions
- I21 - Playground
- I22 - Pool
- I23 - Private Roads
- I24 - Security Guard
- I25 - Some Sidewalks
- I26 - Spa/Hot Tub(s)
- I27 - Tennis Court
- I28 - Vehicle Restrictions
- I29 - Water Access
- I30 - Other
- I31 - None

### \* J - DOCUMENTS WITH OFFER

- J1 - 3rd Party Addendum
- J2 - As Is Addendum
- J3 - Copy Earnest Money Check
- J4 - Foreclosure Documents
- J5 - Lead Based Paint Letter
- J6 - Pre-Approval Letter / Proof of Funds
- J7 - Signed MLS Full Detail
- J8 - Specified Sales Contract
- J9 - Other / See Remarks
- J10 - None

### \* K - SHOWING

- K1 - Advance Notice Required
- K2 - Appointment / Call Center
- K3 - Beware of Pets / Animals
- K4 - Entry/Gate Code Required
- K5 - List Agent Present
- K6 - Lockbox - Electronic
- K7 - Lockbox - CBS Code Required
- K8 - Lockbox - Combination
- K9 - No Appointment Required
- K10 - No Sign
- K11 - Occupied
- K12 - Owner-Agent
- K13 - Owner/Agent Related
- K14 - Restricted Hours
- K15 - Show Anytime
- K16 - Tenant Occupied
- K17 - Utilities Disconnected
- K18 - Vacant
- K19 - Other / See Remarks

### \* N - SPECIAL FINANCES

- N1 - Assumable
- N2 - Lease/Purchase
- N3 - Owner May Finance
- N4 - Possible Exchange
- N5 - Other
- N6 - None

### \* O - DOCS ON FILE

- O1 - 3rd Party Documents
- O2 - Aerial Photo
- O3 - Appraisal
- O4 - CL100
- O5 - Environmental Inspection
- O6 - Foreclosure Documents
- O7 - Lease(s)
- O8 - Legal Description
- O9 - Percolation Test
- O10 - Plat/Survey
- O11 - Restr. Covenants/By-Laws
- O12 - Septic Permit
- O13 - Septic Inspection
- O14 - Site Plan
- O15 - Soil Test
- O16 - Termite Bond
- O17 - Topography Study
- O18 - Other
- O19 - None

### \* P - MISCELLANEOUS

- P1 - Additional Acreage
- P2 - Barn/Shed
- P3 - Cable Available
- P4 - Curbs
- P6 - Fencing-Partial
- P7 - Fencing-Full
- P10 - Outbuildings
- P11 - Phone Available
- P12 - Presently Leased
- P13 - Stable
- P14 - Storage Building
- P16 - Underground Utilities
- P17 - Will Consider Dividing
- P18 - Other
- P19 - None

### \* X - ADDITIONAL FEES

- X1 - Condo Move-In Fee
- X2 - HOA Mgmt Transfer Fee
- X3 - Subdivision Transfer Fee
- X4 - Other / Misc. Fee
- X5 - None

**REMARKS**

\* DIRECTIONS (255 Characters)

*\*Please send via email when submitting paperwork.*

**REMARKS** (4,000 Characters) This Field is for MLS Member to Consumer communication intended for Public display on Member IDX sites. Branding is NOT allowed in this field. (i.e. Phone Numbers, Websites, Agent and/or Office Names, Security Information)

*\*Please send via email when submitting paperwork.*

**SYNDICATION REMARKS** (4,000 Characters) This Field is for MLS Member to Consumer communication intended for Public display on syndication sites. Branding IS allowed in this field. (i.e. Phone Numbers, Websites, Agent and/or Office Names)

*\*Please send via email when submitting paperwork.*

**MEMBER REMARKS** (4,000 Characters) For MLS Member to Member communication only

*\*Please send via email when submitting paperwork.*

**OFFICE INFO**

Owner Name: \_\_\_\_\_ Owner Phone: \_\_\_\_\_

Detailed Showing Instructions: \_\_\_\_\_

\*Showing:  Call Listing Agent  Call Listing Office  Call Specified Appointment Center  Must use App/URL only  Other

\* Contact # for Appointments: \_\_\_\_\_ Online Appointment Reservations: \_\_\_\_\_

The data input form contains listing data that is accurate to the best of my/our knowledge, and may be used as a basis for presenting the property to prospective buyers, and is incorporated into the Exclusive Right to Sell Contract, and/or Exclusive Agency Contract. I/we agree to hold harmless and indemnify the REALTOR® for any loss or cost arising as a result of erroneous information provided by me/us.

Owner(s) Initials: \_\_\_\_\_ Date: \_\_\_\_\_ REALTORS®(s) Initials: \_\_\_\_\_ Date: \_\_\_\_\_ Page 3 of 3 Rev. Date 6/24