



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

STANDARD

(Select One Only) * Type:
 Condo
 Mixed Use
 Mobile Home
 Modular
 Single Family
 Townhouse

*** Area:** _____ *** School District:** _____ *** Price:\$** _____

*** Address:** _____
St. # St. Dir. Street Name Street Type (i.e. Avenue, Circle)

Address 2: _____ *** Subdivision:** _____

*** City:** _____ *** State:** _____ *** Zip Code:** _____ *** County:** _____

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

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

KEYWORDS

* # of Stories	* Approx. Age	* Parking Type	* Garage Total Capacity	* Total Sq Ft Finished/Heated	* Lot Size/Acreage		
<input type="checkbox"/> 1	<input type="checkbox"/> To Be Built	<input type="checkbox"/> None	<input type="checkbox"/> None	<input type="checkbox"/> 0-699	<input type="checkbox"/> 2800-2999	<input type="checkbox"/> 5000-5199	<input type="checkbox"/> 1/2 Acre or Less
<input type="checkbox"/> 1 + Basement	<input type="checkbox"/> Under Construction	<input type="checkbox"/> Attached Garage	<input type="checkbox"/> 1	<input type="checkbox"/> 0700-999	<input type="checkbox"/> 3000-3199	<input type="checkbox"/> 5200-5399	<input type="checkbox"/> 1/2 - 1 Acre
<input type="checkbox"/> 1 + Bonus	<input type="checkbox"/> New/Never Lived In	<input type="checkbox"/> Detached Garage	<input type="checkbox"/> 2	<input type="checkbox"/> 1000-1199	<input type="checkbox"/> 3200-3399	<input type="checkbox"/> 5400-5599	<input type="checkbox"/> 1 - 2 Acres
<input type="checkbox"/> 1.5	<input type="checkbox"/> 1-5	<input type="checkbox"/> Attached Carport	<input type="checkbox"/> 3	<input type="checkbox"/> 1200-1399	<input type="checkbox"/> 3400-3599	<input type="checkbox"/> 5600-5799	<input type="checkbox"/> 2 - 5 Acres
<input type="checkbox"/> 1.5 + Basement	<input type="checkbox"/> 6-10	<input type="checkbox"/> Detached Carport	<input type="checkbox"/> 4	<input type="checkbox"/> 1400-1599	<input type="checkbox"/> 3600-3799	<input type="checkbox"/> 5800-5999	<input type="checkbox"/> 5 - 10 Acres
<input type="checkbox"/> 2	<input type="checkbox"/> 11-20	<input type="checkbox"/> Combination	<input type="checkbox"/> 5	<input type="checkbox"/> 1600-1799	<input type="checkbox"/> 3800-3999	<input type="checkbox"/> 6000-6199	<input type="checkbox"/> 10 - 25 Acres
<input type="checkbox"/> 2 + Basement	<input type="checkbox"/> 21-30	<input type="checkbox"/> See Parking Features	<input type="checkbox"/> 6 +	<input type="checkbox"/> 1800-1999	<input type="checkbox"/> 4000-4199	<input type="checkbox"/> 6200-6399	<input type="checkbox"/> 25 - 50 Acres
<input type="checkbox"/> Tri/Split Level	<input type="checkbox"/> 31-50			<input type="checkbox"/> 2000-2199	<input type="checkbox"/> 4200-4399	<input type="checkbox"/> 6400-6599	<input type="checkbox"/> 50 - 100 Acres
<input type="checkbox"/> 3 +	<input type="checkbox"/> 50 +			<input type="checkbox"/> 2200-2399	<input type="checkbox"/> 4400-4599	<input type="checkbox"/> 6600-6799	<input type="checkbox"/> Over 100 Acres
<input type="checkbox"/> 3 + Basement	<input type="checkbox"/> Unknown			<input type="checkbox"/> 2400-2599	<input type="checkbox"/> 4600-4799	<input type="checkbox"/> 6800-6999	
				<input type="checkbox"/> 2600-2799	<input type="checkbox"/> 4800-4999	<input type="checkbox"/> 7000 +	

*** Approx. Heated Sq Ft: AG:** _____ *** Approx. Heated SqFt BG:** _____ *** Approx. Heated SqFt Total:** _____

GENERAL

*** Residential Property Disclosure Statement Attached:** Yes No

*** Lead Based Paint Disclosure Required:** Yes No

*** Tax ID #:** _____

*** Approx. Lot Dimensions:** _____
Enter Frontage first then clockwise. If dimensions are uneven round down

*** Approx. # of Acres:** _____ **Legal Lot Number:** _____

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

Lake Property: Yes No **Lake:** _____

Equestrian Property: Yes No *** Approx. Year Built:** _____

Approx. Age of Roof: _____

Zoning: _____

Builders Name: _____

Model Name: _____

**** Approx. Completion Date:** _____ **** Required for Under Construction properties**

*** Elementary School:** _____

*** Middle School/Jr. High School:** _____

*** High School:** _____

*** Auction:** Yes No **Second Living Quarters:** Yes No

*** List Agent:** _____

*** List Agent License ID:** _____

*** List Office:** _____

*** List Office License ID:** _____

List Team: _____

Co-List Agent: _____ Co-List Office: _____

*** Listing Type:** Exclusive Right to Sell Exclusive Agency

Exclusive Right w/Named Prospects Exempt Transaction Broker

*** 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% *** Homestead** 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 fields required if HOA = Yes**

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

Special Assessment: Yes No **** Assessment Mandatory:** Yes No **** Assessment Term:** Annual Monthly Other **Transfer Fee:** Yes No

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

**** Assessment Fee \$:** _____ **** Assessment Comments:** _____

Electric Co: _____ Gas Co: _____ Water Co: _____

ROOM INFO

	Approx. Size	Level		Approx. Size	Level	Other Room(s)	Approx. Size	Level
Living			BR #2			1.		
Dining			BR #3			2.		
Breakfast			BR #4			3.		
Kitchen			BR #5			4.		
Great			Scr. Porch			5.		
Den			Deck			* # of Bedrooms: _____	* # BRs on Main Lvl: _____	
Bonus/Rec.			Patio			* # of Full Baths: _____	* # FBs on Main Lvl: _____	
Sun Room			Laundry			* # of Half Baths: _____	* # of BRs Below Grade: _____	
Owner's BR			Loft			* # of Rooms Below Grade: _____	* # of Fireplaces: _____	

FEATURES

*** STYLE**

- 1 - Bungalow
- 2 - Cape Cod
- 3 - Charleston
- 4 - Colonial
- 5 - Contemporary
- 6 - Cottage
- 7 - Country
- 8 - Craftsman
- 9 - Double Wide Mobile
- 10 - Duplex Style
- 11 - European
- 12 - Georgian
- 13 - Log
- 14 - Modular
- 15 - Patio
- 16 - Provincial
- 17 - Ranch
- 18 - Rustic
- 19 - Salt Box
- 20 - Single Wide Mobile
- 21 - Split Foyer
- 22 - Split Level
- 23 - Traditional
- 24 - Tri-Level
- 25 - Tudor
- 26 - Victorian
- 27 - Williamsburg
- 28 - Other / See Remarks
- 29 - Condo Ground Level
- 30 - Condo Upper Level
- 31 - Historical (Docs Req.)
- 32 - Mixed Use
- 33 - Mobile Permanent Foundation

*** LOT DESCRIPTION (cont...)**

- 12 - Pasture
- 13 - Pond
- 14 - River
- 15 - Sidewalk
- 16 - Sloped
- 17 - Some Trees
- 18 - Steep
- 19 - Underground Utilities
- 20 - Water Access
- 21 - Water Front
- 22 - Water View
- 23 - Wooded
- 24 - Other / See Remarks
- 25 - Leased Lot

LAKE PROP FEATURES

- 1 - Water Front Lot
- 2 - Interior Lot
- 3 - Dock in Place
- 4 - Zoned / See Remarks

EQUESTRIAN PROP FEATURES

- 1 - 1-4 Stalls
- 2 - 5-8 Stalls
- 3 - 9+ Stalls
- 4 - Arena
- 5 - Arena Covered
- 6 - Barn
- 7 - Boarding Stable
- 8 - Fenced
- 9 - Government Land Access
- 10 - Pasture
- 11 - Riding Trail(s)
- 12 - Round Pen
- 13 - Other / See Remarks

*** FOUNDATION**

- 1 - Basement
- 2 - Crawl Space
- 3 - Crawl Space/Slab
- 4 - Slab
- 5 - Sump Pump
- 6 - Other / See Remarks
- 7 - Dehumidifier
- 8 - Wood

*** BASEMENT**

- 1 - Completely Finished
- 2 - Partial Finished
- 3 - Full
- 4 - Partial
- 5 - Unfinished
- 6 - Walkout
- 7 - None
- 8 - Stubbed
- 9 - Sump Pump
- 10 - Unfinished HVAC
- 11 - Dehumidifier
- 12 - Interior Access
- 13 - Other / See Remarks
- 14 - Bathroom

*** EXTERIOR FINISH**

- 1 - Aluminum Siding
- 2 - Asbestos Shingle
- 3 - Block
- 4 - Brick Veneer
- 5 - Concrete Plank
- 6 - Masonite Siding
- 7 - Stone
- 8 - Stucco - Masonry
- 9 - Stucco - Synthetic
- 10 - Vinyl Siding
- 11 - Wood
- 12 - Other / See Remarks
- 13 - Brick Veneer - Partial
- 14 - Hardboard Siding

*** LOT DESCRIPTION**

- 1 - Corner
- 2 - Creek
- 3 - Cul-de-Sac
- 4 - Deeded Boat Slip
- 5 - Dock
- 6 - Fenced Yard
- 7 - Lake
- 8 - Level
- 9 - Mountain
- 10 - Mountain View
- 11 - On Golf Course

*** EXTERIOR FEATURES**

- 1 - Balcony
- 2 - Barn/Stall
- 3 - Outdoor Grill/Fire Pit
- 4 - Deck
- 5 - Some Storm Doors
- 8 - Disability Access
- 9 - Hot Tub
- 10 - Patio
- 11 - Pool - Above Ground
- 12 - Pool - In Ground
- 13 - Porch - Front
- 14 - Porch - Other
- 15 - Porch - Screened
- 16 - Porch - Wrap Around
- 17 - Riding Area
- 18 - Sprinkler In Ground - Full Yard
- 19 - Sprinkler In Ground - Partial Yard
- 20 - Under Ground Irrigation
- 21 - Vinyl/Aluminum Trim
- 22 - Windows - Insulated
- 23 - Some Storm Windows
- 25 - Tilt Out Windows
- 26 - Other / See Remarks
- 27 - Elevator
- 28 - Generator
- 29 - Greenhouse
- 30 - Outdoor Fireplace
- 31 - Outdoor Kitchen
- 32 - Pool House
- 33 - Porch - Covered Back
- 34 - Porch - Enclosed
- 35 - R/V - Boat Parking
- 36 - Satellite Dish
- 37 - Solar Panels - Leased
- 38 - Solar Panels - Owned
- 39 - Water Feature
- 40 - None

*** ROOF**

- 1 - Architectural
- 2 - Composition Shingle
- 3 - Metal
- 4 - Slate
- 5 - Tar / Gravel
- 6 - Tile
- 7 - Wood Shingle
- 8 - Other / See Remarks

*** PARKING / GARAGE**

- 1 - Attached
- 2 - Basement Level
- 3 - Carport
- 4 - Courtyard Entry
- 5 - Detached
- 6 - Door Opener
- 7 - Garage
- 8 - Side/Rear Entry
- 9 - Workshop
- 10 - Yard Door
- 11 - None
- 12 - Other / See Remarks
- 13 - Assigned Parking 1 Sp

*** PARKING / GARAGE (cont...)**

- 14 - Assigned Parking 2 Sp
- 15 - Assigned Parking 3+ Sp
- 16 - Attached Garage 1 Car
- 17 - Attached Garage 2 Cars
- 18 - Attached Garage 3+ Cars
- 19 - Carport 1 Car
- 20 - Carport 2 Cars
- 21 - Carport 3+ Cars
- 22 - Covered Parking Space
- 23 - Detached Garage 1 Car
- 24 - Detached Garage 2 Cars
- 25 - Detached Garage 3+ Cars
- 26 - Key Pad Entry
- 27 - Tandem
- 28 - Street Parking
- 29 - Driveway

*** DRIVEWAY**

- 1 - Circular
- 2 - Easement
- 3 - Extra Pad
- 4 - Gravel
- 5 - Paved
- 6 - Paved Asphalt
- 7 - Paved Concrete
- 8 - Shared or Common
- 9 - Unpaved
- 10 - None
- 11 - Other / See Remarks
- 12 - Specialty

*** INTERIOR FEATURES**

- 1 - 2 Story Foyer
- 2 - 2nd Stair Case
- 3 - Attic Stairs - Disappearing
- 4 - Attic Stairs - Permanent
- 5 - Bookcase
- 6 - Cable Available
- 7 - Ceiling - Blown
- 8 - Ceiling - Cathedral/Vaulted
- 9 - Ceiling - Smooth
- 10 - Ceiling - 9ft+
- 11 - Ceiling - Trey
- 12 - Central Vacuum
- 13 - Countertops - Ceramic Tile
- 14 - Countertops - Laminate
- 15 - Countertops - Solid Surface
- 18 - Attic Fan
- 19 - Ceiling Fan
- 20 - Fire place
- 21 - Fireplaces - Multiple
- 22 - Gas Logs
- 23 - Disability Access
- 24 - Second Living Quarters
- 25 - Intercom
- 26 - Open Floor Plan
- 27 - Sauna
- 29 - Sky Lights
- 30 - Smoke Detector
- 31 - Split Floor Plan

*** INTERIOR FEATURES (cont...)**

- 32 - Tub Garden
- 33 - Tub - Jetted
- 34 - Utility Sink
- 35 - Walk In Closet
- 38 - Wet Bar
- 39 - Window Trtments/All Remain
- 40 - Window Trtments/Some Remain
- 41 - Other / See Remarks
- 42 - Ceiling - Dropped
- 43 - Ceiling - Coffered
- 44 - Gas Dryer Hookup
- 46 - Pantry - Closet /Cabinet
- 47 - Pantry - Walk-in
- 48 - Pot Filler Faucet
- 49 - Radon System
- 50 - Security System - Leased
- 51 - Security System - Owned / Conveys
- 52 - Smart Systems Pre-Wiring
- 53 - Water Purification
- 54 - Dual Owner's Bedrooms
- 55 - Elevator

SECOND LIVING QUARTERS

- 1 - Basement
- 2 - Detached
- 3 - Incl. Kitchen/Kitchenette
- 4 - Incl. Separate Entrance
- 5 - Main Level
- 6 - Second Level

*** OWNER'S FEATURES**

- 1 - Full Bath
- 2 - Half Bath
- 3 - Double Sink
- 4 - Dressing Room
- 5 - Owner's on 2nd Level
- 6 - Owner's on Main Level
- 7 - Shower Only
- 8 - Shower - Separate
- 9 - Sitting Room
- 10 - Tub - Garden
- 11 - Tub- Jetted
- 12 - Tub Separate
- 13 - Tub/Shower
- 14 - Walk-in Closet
- 15 - Other / See Remarks
- 16 - Fireplace
- 17 - Multiple Closets
- 18 - Shower - Steam

*** SPECIALTY ROOM**

- 1 - Attic
- 2 - Bonus
- 3 - Breakfast Area
- 4 - Comb Liv & Din Room
- 5 - Exercise Room
- 6 - Greenhouse
- 7 - Guest Accommodations
- 8 - Loft
- 9 - Main Floor Owner's Bedroom
- 10 - Office/Study
- 11 - Recreation Room
- 12 - Sun Room
- 13 - Workshop
- 14 - Other / See Remarks
- 15 - Media Room/Home Theater
- 16 - 2nd Kitchen/Kitchenette
- 17 - Unfinished Space
- 18 - Wine Cellar
- 19 - None

*** LAUNDRY**

- 1 - 1st Floor
- 2 - 2nd Floor
- 3 - Basement
- 4 - Closet Style
- 5 - Garage/Storage
- 6 - Kitchen
- 7 - Sink
- 8 - Walk-in
- 9 - Washer Connection

*** LAUNDRY (Cont)**

- 10 - Dryer - Gas Hookup
- 11 - Dryer - Electric Hookup
- 12 - Multiple Hookups
- 13 - Stackable Accommodating
- 14 - None

*** APPLIANCES**

- 1 - Compactor
- 2 - Cook Top - Down Draft
- 3 - Cook Top - Electric
- 4 - Cook Top - Gas
- 5 - Cook Top - Smooth
- 6 - Dishwasher
- 7 - Disposal
- 8 - Dryer
- 9 - Freezer
- 10 - Ice Machine
- 12 - Oven - Convection
- 13 - Double Oven
- 14 - Oven - Electric
- 15 - Oven - Gas
- 16 - Oven - Self Cleaning
- 17 - Oven(s) - Wall
- 18 - Range Built in
- 19 - Range Free Standing
- 21 - Refrigerator
- 24 - Warming Drawer
- 25 - Washer
- 26 - Wine Chiller
- 27 - Wood Stove
- 28 - None
- 29 - Other / See Remarks
- 30 - Microwave - Stand Alone
- 31 - Microwave - Built In
- 32 - Range Hood
- 33 - Range - Down Draft
- 34 - Range - Electric
- 35 - Range - Gas
- 36 - Range - Smooth Top

*** HEATING SYSTEM**

- 1 - Baseboard
- 2 - Ceiling Cable
- 4 - Floor Furnace
- 5 - Forced Air
- 6 - Geothermal
- 7 - Heat Pump
- 8 - Hot Water
- 9 - Multi-Units
- 10 - Radiator
- 11 - Solar
- 12 - Space Pack
- 13 - Wall Furnace
- 15 - No Heat
- 16 - Other / See Remarks
- 17 - Ductless
- 18 - Gas Available
- 19 - Radiant

*** HEATING FUEL**

- 1 - Electric
- 2 - Natural Gas
- 3 - Propane Gas
- 4 - Oil
- 5 - Solar
- 6 - Wood
- 7 - Other / See Remarks

*** COOLING SYSTEM**

- 1 - Attic Fan
- 2 - Central Forced
- 4 - Geothermal
- 5 - Heat Pump
- 6 - Multi-Units
- 7 - Wall/Window Unit
- 9 - No Cooling
- 10 - Other / See Remarks

*** COOLING FUEL**

- 1 - Electric
- 2 - Natural Gas
- 3 - Propane Gas
- 4 - Other / See Remarks

*** FLOORS**

- 1 - Bamboo
- 2 - Brick
- 3 - Carpet
- 4 - Ceramic Tile
- 5 - Concrete
- 6 - Hardwood
- 7 - Laminate Flooring
- 8 - Marble
- 9 - Parquet
- 10 - Pine
- 11 - Slate
- 12 - Stone
- 13 - Vinyl
- 14 - Wood
- 15 - Other / See Remarks
- 16 - Cork
- 17 - Hwd/Pine Floor Under Carpet
- 18 - Luxury Vinyl Tile/Plank

*** WATER**

- 1 - Private Water
- 2 - Public Available
- 3 - Public Water
- 4 - Well
- 5 - Other / See Remarks

*** SEWER**

- 1 - Private Sewer
- 2 - Public Available
- 3 - Public
- 4 - Septic
- 5 - Sewage Pump
- 6 - Other / See Remarks

*** WATER HEATER**

- 1 - Electric
- 2 - Gas
- 3 - Multiple Units
- 4 - Tankless
- 5 - Other / See Remarks

*** STORAGE SPACE**

- 1 - Attic
- 2 - Basement
- 3 - Garage
- 4 - Out Building
- 5 - Out Building w/ Electric
- 6 - Out Building w/ Water
- 7 - Outside
- 8 - Other /See Remarks
- 9 - None

*** DOCS ON FILE**

- 1 - 3rd Party Documents
- 2 - Appraisal
- 3 - CL100
- 4 - Foreclosure Documents
- 5 - Home Inspection
- 6 - House Plans
- 7 - Lead Based Paint Doc.
- 8 - Lease(s)**
- 9 - Radon Test
- 10 - Restrictive Covenants/By-Laws
- 11 - Seller Disclosure
- 12 - Septic Inspection
- 13 - Soil Test
- 14 - SQFT Sketch
- 15 - Street Maintenance Agreement
- 16 - Stucco Report
- 17 - Survey
- 18 - Termite Bond
- 19 - Topography Study
- 20 - Well Inspection
- 21 - Other / See Remarks
- 22 - Energy Star Docs
- 23 - Green Certification Docs
- 24 - Historical Docs
- 25 - Warranty Furnished
- 26 - None

** Lease Agreement Expiration Date:

*** DOCUMENTS WITH OFFER**

- 1 - 3rd Party Addendum
- 2 - As Is Addendum
- 3 - Copy Earnest Money Check
- 4 - Foreclosure Documents
- 5 - Lead Based Paint Letter
- 6 - Pre-Approval Letter / Proof of Funds
- 8 - Signed SDS
- 9 - Specified Sales Contract
- 10 - None
- 11 - Other / See Remarks

SPECIAL FINANCES

- 1 - Assumable
- 2 - Lease/Purchase
- 3 - Owner May Finance
- 4 - Possible Exchange
- 5 - Possible USDA Rural Housing

MOBILE HOME

- 1 - Possible FHA Compliant
- 3 - Block/Brick Underpinned
- 4 - De-Titled

*** POSSESSION**

- 1 - At Close
- 2 - Immediate
- 3 - Negotiable
- 4 - Other / See Remarks

*** GARBAGE PICKUP**

- 1 - Private
- 2 - Public
- 3 - None

HOA FEE INCLUDES

- 1 - Cable TV
- 2 - Common Area
- 3 - Electric
- 4 - Exterior Maintenance
- 5 - Gas
- 7 - Insurance
- 8 - Lawn Maintenance
- 9 - Pool
- 10 - Recreation Facility
- 11 - Security
- 12 - Street Lights
- 13 - Trash Service
- 14 - Water
- 15 - None
- 16 - Other / See Remarks
- 17 - Parking
- 18 - Pest Control
- 19 - Termite Contract
- 20 - Yard Irrigation

COMMUNITY AMENITIES

- 1 - Athletic Facilities
- 2 - Bike Path
- 3 - Boat Ramp
- 4 - Boat Storage
- 5 - Cable TV
- 6 - Club House
- 7 - Common Area(s)
- 8 - Dock
- 9 - Exercise Facility
- 10 - Gated Community
- 11 - Golf
- 12 - Historic Area
- 13 - Horses Permitted
- 15 - Lawn Maintenance
- 16 - Lights
- 18 - Playground
- 19 - Pool
- 20 - Private Roads
- 22 - Security Guard
- 23 - Some Sidewalks
- 24 - Spa/Hot Tub(s)
- 25 - Storage
- 26 - Tennis Court(s)
- 27 - Walking Trail(s)
- 28 - Water Access
- 29 - None

COMMUNITY AMENITIES (cont..)

- 30- Other / See Remarks
- 31 - Age Restricted/Senior Comm.
- 32 - Air Strip
- 33 - Community Center
- 34 - Dog Park
- 35 - Landscape Maintenance
- 36 - Marina
- 37 - Neighborhood Lake/Pond
- 38 - Recreational Path
- 39 - Vehicle Restrictions
- 40 - Water Front Parks

*** SHOWING**

- 1 - Advance Notice Required
- 2 - Appointment / Call Center
- 3 - Beware of Pets
- 4 - Call Listing Office / Agent
- 5 - Entry/Gate Code Required
- 6 - Lockbox - Combination
- 7 - No Appt Required— Electronic LB
- 8 - No Sign
- 9 - Occupied
- 10 - Owner/Agent
- 11 - Restricted Hours
- 12 - Tenant Occupied
- 13 - Under Construction
- 14 - Vacant
- 15 - Other / See Remarks
- 16 - List Agent Present
- 17 - Lockbox - Electronic
- 18 - Lockbox - CBS Code Required
- 19 - Owner/Agent Related
- 20 - Show Anytime
- 21 - Utilities Disconnected

ADDITIONAL FEES

- 1 - Condo Move-In Fee
- 2 - HOA Mgmt Transfer Fee
- 3 - Subdivision Transfer Fee
- 4 - Other / Misc. Fee
- 5 - None
- 6 - Unknown

GREEN CERTIFICATION

- 1 - Full - Docs Req.
- 2 - Partial - Docs Req.
- 3 - Energy Star Certified Home
- 4 - Other - Docs Req.

DISABILITY FEATURES

- 1 - ADA Certified - Docs Req.
- 2 - ADA Door Handles
- 3 - Exterior Ramp
- 4 - Lift / Elevator
- 5 - Roll in Shower
- 6 - Wide Doorways

*** DIRECTIONS (255 Characters)**

**Please send via email when submitting paperwork.*

*** PUBLIC 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 Specified Appointment Center Call Listing Office Call Listing Agent Other * Contact # for Appointments: _____

Online Appointment Reservations (URL): _____

SQUARE FOOTAGE INFORMATION

* Approx. Heated Sq. Ft. AG: _____ (includes all heated Sq. Ft. AG) * Approx. Heated SqFt BG: _____ (includes all heated Sq. Ft. BG)

* Approx. Heated Sq. Ft Total: _____ (includes all heated and/or cooled finished Sq. Ft.) Appraiser's Name: _____

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: _____ REALTOR®(s) Initials: _____ Date: _____ Page 4 of 4 Rev. Date 08/2024