

Property Address: \_\_\_\_\_

City State Zip Code

Agent Name: \_\_\_\_\_ Date Listed: \_\_\_\_\_ Listing Number: \_\_\_\_\_

<p>*Status  <input type="checkbox"/> New  <input type="checkbox"/> Model Home Not for Sale  <input type="checkbox"/> No Show</p> <p>If No Show Status:                  *Available to Show Date _____</p> <p>IDX/VOX When Active:  <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><small>(Yes will allow for syndication to broker and third-party websites once the listing is Active, No will NOT allow for syndication when the listing is Active)</small></p>	<p>*Property Subtype</p> <table style="width:100%;"> <tr> <td><input type="checkbox"/> Apartment</td> <td><input type="checkbox"/> Manufactured on Land</td> </tr> <tr> <td><input type="checkbox"/> Cabin</td> <td><input type="checkbox"/> Mobile Home</td> </tr> <tr> <td><input type="checkbox"/> Condo</td> <td><input type="checkbox"/> Single Family Residence</td> </tr> <tr> <td><input type="checkbox"/> Duplex</td> <td><input type="checkbox"/> Townhouse</td> </tr> <tr> <td><input type="checkbox"/> Farm</td> <td><input type="checkbox"/> Villa/Patio Home</td> </tr> <tr> <td colspan="2"><input type="checkbox"/> Manufactured Home</td> </tr> </table> <p>Contract Pending <input type="checkbox"/> Yes <input type="checkbox"/> No  <small>(Yes will auto-pop "Contract Pending" as first words in Public Remarks upon saving)</small></p> <p>Subject to Home Sale Contingency <input type="checkbox"/> Yes <input type="checkbox"/> No  <small>(Yes will auto-pop "Subject to Existing Home Sale Contingency" as first words in Agent Remarks upon saving)</small></p>	<input type="checkbox"/> Apartment	<input type="checkbox"/> Manufactured on Land	<input type="checkbox"/> Cabin	<input type="checkbox"/> Mobile Home	<input type="checkbox"/> Condo	<input type="checkbox"/> Single Family Residence	<input type="checkbox"/> Duplex	<input type="checkbox"/> Townhouse	<input type="checkbox"/> Farm	<input type="checkbox"/> Villa/Patio Home	<input type="checkbox"/> Manufactured Home		<p>*Asterisk Denotes Required Field*</p> <p>*Agent ID _____                  *Office ID _____                  Co-Agent ID _____                  Co-Office ID _____</p> <p>*Property Attached  <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Photos Provided By (multi-select)  <input type="checkbox"/> Agent <input type="checkbox"/> Photographer  <input type="checkbox"/> Seller <input type="checkbox"/> None</p> <p><input type="checkbox"/> Sale <input type="checkbox"/> Rent</p> <p>*Senior Living (55+)  <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>*SID <input type="checkbox"/> Yes <input type="checkbox"/> No                  If Yes, *SID Number: _____</p>												
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<input type="checkbox"/> Farm	<input type="checkbox"/> Villa/Patio Home																									
<input type="checkbox"/> Manufactured Home																										
<p>*County _____ *Address# _____ Direction _____</p> <p>*Street Name _____ *Street Type _____</p> <p>Post Direction _____ Unit# _____ *City _____ *State _____</p> <p>*Zip Code _____ *Parcel # _____</p> <p>*Subdivision _____</p> <p style="text-align: right;"><small>If County or City is not listed, contact GPRMLS Office</small></p>																										
<p>*Listing Price _____</p> <p>*Lot Included in Price <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>*List Date _____ (Date on Listing Agrmnt.)</p> <p>*Expiration Date _____</p>		<p>*Legal Description (250 Char) _____</p> <p>_____</p> <p>_____</p> <p>* Lot Dimensions (Actual, not Irreg.) (45 Char)</p> <p>_____</p>																								
<p>*Occupant Type <input type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Vacant</p> <p>*HOA <input type="checkbox"/> Yes <input type="checkbox"/> No                  If yes:                  HOA Name _____</p> <p>*HOA Fee _____</p> <p>*HOA Fee Term  <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly  <input type="checkbox"/> Semi-Annually <input type="checkbox"/> Annually</p> <p>HOA. HOA Includes</p> <table style="width:100%;"> <tr> <td><input type="checkbox"/> 1. Not Applicable</td> <td><input type="checkbox"/> 13. Air Conditioning</td> </tr> <tr> <td><input type="checkbox"/> 2. Ext Maintenance</td> <td><input type="checkbox"/> 14. Water</td> </tr> <tr> <td><input type="checkbox"/> 3. Lawn Care</td> <td><input type="checkbox"/> 15. Garbage Service</td> </tr> <tr> <td><input type="checkbox"/> 4. Security</td> <td><input type="checkbox"/> 16. Golf</td> </tr> <tr> <td><input type="checkbox"/> 5. Pool Access</td> <td><input type="checkbox"/> 17. Hiking</td> </tr> <tr> <td><input type="checkbox"/> 6. Club House</td> <td><input type="checkbox"/> 18. Management</td> </tr> <tr> <td><input type="checkbox"/> 7. Snow Removal</td> <td><input type="checkbox"/> 19. Pets Allowed</td> </tr> <tr> <td><input type="checkbox"/> 8. Lake</td> <td><input type="checkbox"/> 20. Playground</td> </tr> <tr> <td><input type="checkbox"/> 9. Insurance</td> <td><input type="checkbox"/> 21. Pool Maintenance</td> </tr> <tr> <td><input type="checkbox"/> 10. Tennis</td> <td><input type="checkbox"/> 22. Other</td> </tr> <tr> <td><input type="checkbox"/> 11. Common Area Mnt</td> <td></td> </tr> <tr> <td><input type="checkbox"/> 12. Heating</td> <td></td> </tr> </table>		<input type="checkbox"/> 1. Not Applicable	<input type="checkbox"/> 13. Air Conditioning	<input type="checkbox"/> 2. Ext Maintenance	<input type="checkbox"/> 14. Water	<input type="checkbox"/> 3. Lawn Care	<input type="checkbox"/> 15. Garbage Service	<input type="checkbox"/> 4. Security	<input type="checkbox"/> 16. Golf	<input type="checkbox"/> 5. Pool Access	<input type="checkbox"/> 17. Hiking	<input type="checkbox"/> 6. Club House	<input type="checkbox"/> 18. Management	<input type="checkbox"/> 7. Snow Removal	<input type="checkbox"/> 19. Pets Allowed	<input type="checkbox"/> 8. Lake	<input type="checkbox"/> 20. Playground	<input type="checkbox"/> 9. Insurance	<input type="checkbox"/> 21. Pool Maintenance	<input type="checkbox"/> 10. Tennis	<input type="checkbox"/> 22. Other	<input type="checkbox"/> 11. Common Area Mnt		<input type="checkbox"/> 12. Heating		<p>*Lot Dimension Source  <input type="checkbox"/> Assessor <input type="checkbox"/> GIS Calculated <input type="checkbox"/> Measured  <input type="checkbox"/> Other <input type="checkbox"/> Public Records <input type="checkbox"/> Plat Map</p> <p>*Protective Covenants <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown</p> <p>Restrictions  <input type="checkbox"/> Airport Environs Dis <input type="checkbox"/> Capitol Environs Dis <input type="checkbox"/> Historic Preservation  <input type="checkbox"/> Other <input type="checkbox"/> Planned Unit Development</p> <p>Special Assessments <input type="checkbox"/> Yes <input type="checkbox"/> No                  If Yes:                  *Special Assessment Source _____                  *Special Assessments Amount _____</p> <p>Monthly Electric Budget _____                  Monthly Gas Budget _____</p>
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		<p>GRN. Certified Green  <small>(If selected, the certification must be attached in Associated Documents)</small></p> <p><input type="checkbox"/> 1. NAHD <input type="checkbox"/> 2. LEED <input type="checkbox"/> 3. Nebraska  <input type="checkbox"/> 4. Energy Star</p> <p>HERS <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, *HERS Rating Year _____</p> <p>*HERS *Rating (Whole Number only) _____</p>																								

\*Bedrooms \_\_\_\_\_  
 (Conforming Only in terms of Egress)

\*Bedrooms Above Grade \_\_\_\_\_

\*Bathrooms \_\_\_\_\_

\*# Of Fireplaces \_\_\_\_\_

FP. Fireplace Type  
 1. Direct Vent Gas  4. Gas Log  
 2. Electric  5. Wood Burn.  
 3. Gas Log Ltr.  6. Wood Stove

\*Garage Spaces \_\_\_\_\_

\*GAR. Garage Type  
 1. Attached  6. Carport  
 2. Detached  7. Off Street Park  
 3. Built-In  8. Heated  
 4. Tandem  9. None  
 5. Underground

Architecture

Bungalow  Log Home  
 Cape Cod  Other  
 Colonial  Resort  
 Contemporary  Traditional  
 Earth Berm  Tudor  
 Geodesic Dome  Victorian

\*Style (Check only one choice)

1 Story/Ranch  Other  
 1.5 Story  Raised Ranch  
 1.75 Story  Split Entry  
 2 Story  Tri-Level  
 2.5 Story  Uncategorized  
 Multi-Level

Lower Lvl Below Grade SqFt \_\_\_\_\_

Lower Lvl Above Grade SqFt \_\_\_\_\_

\*Main Floor SqFt \_\_\_\_\_

\*2nd Floor SqFt \_\_\_\_\_

\*3rd Floor SqFt \_\_\_\_\_

\*4th Floor SqFt \_\_\_\_\_

\*Basement  Yes  No

If Basement Yes,  
 \*Total Basement SqFt: \_\_\_\_\_  
 (Can include Unfinished SqFt)

Finished Basement SqFt \_\_\_\_\_

\*BSF. Basement Type  
 1. Daylight  
 2. Crawl Space  
 3. Egress  
 4. Walkout  
 5. Walkup  
 6. Other Window  
 7. Full  
 8. Fully Finished  
 9. Partial  
 10. Partially Finished  
 11. Unfinished  
 12. Other

\*Finished Abv Grade Sqft ( System Calctd)  
 \*Total Finished SqFt (System Calculated)  
 \*Tot Finished Below Grade (System Calctd—  
 Sum of LL Below Grade and Finished Base-  
 ment)

\*Square Foot Source  
 Assessor  Other  Plans

\*Tax Amount \_\_\_\_\_  
 Partial  Full

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

\*Year Built \_\_\_\_\_

\*New Construction  
 Completed (Never Occupied)  
 NOT New, Not a Model  
 Under Construction

If Under Construction  
 \*Estimated Completion Date  
 \_\_\_\_\_

Model Home  Yes  No

Model Name \_\_\_\_\_

Builder \_\_\_\_\_

\*Lot Size Range  
 Up to ¼ Acre  
 Over ¼ up to ½ Acre  
 Over ½ up to 1 Acre  
 Over 1 up to 5 Acres  
 Over 5 up to 10 Acres  
 Over 10 up to 20 Acres  
 Over 20 up to 40 Acres  
 Over 40 Acres  
 Not Applicable

\*Total Acres \_\_\_\_\_

Lot Square Ft. \_\_\_\_\_

\*School District \_\_\_\_\_

\*Grade School \_\_\_\_\_

\*Jr. High School \_\_\_\_\_

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

\*Agreement Type

Compensation Agreement

Exclusive Agency with Var. Rate Compensation

ERTS w/Reserved Prospect

ERTS w/Var. Rate Compensation

Exclusive Agency

Exclusive Right to Sell

\*Commission Compensation Code \_\_\_\_\_

Bonus(100 Char) \_\_\_\_\_

Current Rent Price \_\_\_\_\_

Lease Expire Date \_\_\_\_\_

Broker Ad Number \_\_\_\_\_

Neigh Rev Strat Area  Yes  No

\*NIFA Target Area  Yes  No

\*Non Standard Form  
 Yes  No

\*Agent Has Equity  
 Yes  No

\*REO (Bank etc owned)  
 Yes  No

Branded Virtual Tour \_\_\_\_\_  
 Unbranded Virtual Tour \_\_\_\_\_  
 Branded Video Link \_\_\_\_\_  
 Unbranded Video Link \_\_\_\_\_

Other Room Names 3

1. Accessory Apt	10. Great Room	19. Other
2. Bathroom	11. Hearth Room	20. Pantry
3. Bedroom	12. In Law	21. Play
4. Den	13. Library	22. Sewing
5. Dinette	14. Loft	23. Sitting
6. Exercise	15. Primary Bath	24. Storage
7. Flex	16. Media/Theater	25. Sun Room
8. Foyer	17. Mud Room	26. Walk In Closet
9. Game	18. Office	27. Workshop

	Length	Width	Level	Room Description Code (Use Number Code)	Room Description Code
			1,2,3,4,B,V,W V=Lower Above Grade W= Lower Below Grade		1. Wall/Wall Carpeting 2. Hard Wood Floor 3. Ceramic Tile Floor 4. Porcelain Tile Floor 5. Laminate Floor 6. Stone Floor 7. Concrete Floor 8. Marble Floor 9. Vinyl Floor 10. Engineered Wood 11. Window Covering 12. Bay/Bow Windows 13. Fireplace 14. Wood/Coal Stove 15. Cath/Vaulted Ceiling 16. 9'+ Ceiling 17. Ceiling Fans 18. Skylight 19. Dining Area 20. Pantry 21. Balcony/Deck 22. Interior Balcony 23. Walk-In Closet 24. Cedar Closet 25. Steam/Sauna 26. Hot Tub/Spa 27. Whirlpool 28. Wetbar 29. Egress Window 30. Sliding Glass Door 31. Sunken 32. Luxury Vinyl Tile 33. Luxury Vinyl Plank
Living Room	_____	X _____	_____	LIV. _____	
Formal Dining	_____	X _____	_____	DRF. _____	
Informal Dining	_____	X _____	_____	DRI. _____	
Kitchen	_____	X _____	_____	KT1. _____	
Kitchen 2	_____	X _____	_____	KT2. _____	
Family Room	_____	X _____	_____	FAM. _____	
Great Room	_____	X _____	_____	GRT. _____	
Rec Room	_____	X _____	_____	REC. _____	
Office	_____	X _____	_____	OFF. _____	
Laundry	_____	X _____	*	LAU. _____	
Primary Bedroom	_____	X _____	*	MBD. _____	
Bedroom 2	_____	X _____	_____	BD2. _____	
Bedroom 3	_____	X _____	_____	BD3. _____	
Bedroom 4	_____	X _____	_____	BD4. _____	
Bedroom 5	_____	X _____	_____	BD5. _____	
Bedroom 6	_____	X _____	_____	BD6. _____	
Other 1:	_____	X _____	_____	OR1. _____	
Other 2:	_____	X _____	_____	OR2. _____	
Other 3:	_____	X _____	_____	OR3. _____	
Other 4:	_____	X _____	_____	OR4. _____	
Other 5:	_____	X _____	_____	OR5. _____	

\*Primary Bath  
 Yes  No  
 MBT. Primary Bath Type  
 1. Full  
 2. 3/4  
 3. 1/2  
 4. Shower  
 5. Whirlpool  
 6. Double Sinks  
 7. Bidet  
 8. None

Bath Type Totals					
Main Floor Bath	2nd Floor Bath	3rd Floor Bath	4th Floor Bath	Below Grade Bath	
Full _____	Full _____	Full _____	Full _____	Full _____	
3/4 _____	3/4 _____	3/4 _____	3/4 _____	3/4 _____	
1/2 _____	1/2 _____	1/2 _____	1/2 _____	1/2 _____	
1/4 _____	1/4 _____	1/4 _____	1/4 _____	1/4 _____	
Rough In _____	Rough In _____	Rough In _____	Rough In _____	Rough In _____	

SHOWING INFORMATION

\*Showing Contact Type  Agent  Broker  Other  Seller  Showing Service

\*Showing Phone Number \_\_\_\_\_

\*Showing Instructions (500 Char) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Directions to Property (250) \_\_\_\_\_  
\_\_\_\_\_

Keybox Provided By

- 1. Combo
- 2. None
- 3. Other
- 4. Sentrilock
- 5. Supra

REMARKS

These remarks are to only promote the property. Not allowed: Agent name, phone number, contact information, websites, etc.

**Public Remarks** (1000 Characters Max) \_\_\_\_\_  
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These remarks are the ones to be seen by other real estate agents.

**Agent Remarks** (1000 Characters Max) \_\_\_\_\_  
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These remarks are the ones to be seen by other agents within your firm (including all firm branches).

**Office Only Remarks** (200 Characters Max) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FEATURES (CHECK ALL THAT APPLY IN THIS SECTION)**

**AP. Appliances Included**

- 1. Range
- 2. Oven
- 3. Refrigerator
- 4. Freezer
- 5. Dishwasher
- 6. Disposal
- 7. Compactor
- 8. Microwave
- 9. Indoor Grill
- 10. Ice Maker
- 11. Water Softener
- 12. Washer
- 13. Dryer
- 14. Double Oven
- 15. Warming Oven
- 16. Wine Fridge
- 17. Cooktop
- 18. Convection Oven
- 19. Other
- 20. None

**\*CL. Cooling**

- 1. Central Air
- 2. Window AC
- 3. Heat Pump
- 4. Zoned
- 5. Other
- 6. None

**\*EF. Exterior Features**

- 1. Porch
- 2. Patio
- 3. Enclosed Porch
- 4. Enclosed Patio
- 5. Covered Deck
- 6. Covered Patio
- 7. Deck/Balcony
- 8. Storm Cellar
- 9. Hot tub/spa
- 10. Pool In-Ground
- 11. Pool Above Gnd
- 12. Dog Run
- 13. Horse Permitted
- 14. Storage Shed
- 15. Out Building
- 16. Sprinkler Sys
- 17. Greenhouse
- 18. Decorative Lighting
- 19. Tennis Court
- 20. Satellite Dish
- 21. Accessible
- 22. Drain Tile
- 23. Extra Parking Slab
- 24. Gas Grill
- 25. Gazebo
- 26. Guest House
- 27. Hunting Land
- 28. Lake Use
- 29. Recreational
- 30. Separate Entrance
- 31. Zero Step Entry
- 32. Other
- 33. None

**EX. Exterior**

- 1. All Brick
- 2. Stone
- 3. Alum Siding
- 4. Steel Siding
- 5. Vinyl Siding
- 6. Hardboard
- 7. Wood
- 8. Wood Shingle
- 9. Stucco
- 10. Asphalt
- 11. Brick/Other
- 12. Log
- 13. Shingle
- 14. Cement Board
- 15. Asbestos
- 16. Block
- 17. Frame
- 18. Poured Concrete
- 19. Other

**\*FN. Fence**

- 1. Chain Link
- 2. Wood
- 3. Full
- 4. Partial
- 5. Privacy
- 6. Iron
- 7. Vinyl/PVC
- 8. Other
- 9. None

**\*HF. Heating Fuel**

- 1. Gas
- 2. Electric
- 3. Oil
- 4. Propane
- 5. Solar
- 6. Water Source
- 7. Wood
- 8. Other
- 9. None

**\*HT. Heating Type**

- 1. Forced Air
- 2. Heat Pump
- 3. Gravity
- 4. Baseboard
- 5. Radiant
- 6. Wall
- 7. Wood Assist
- 8. Hot Water
- 9. Steam
- 10. Zoned
- 11. Geothermal
- 12. Other
- 13. None

**IN. Interior Features**

- 1. Central Vac
- 2. Security System
- 3. Cable Avail
- 4. Wetbar
- 5. Intercom
- 6. Walk-Up Attic
- 7. Attic Exh Fan
- 8. Whole House Exh
- 9. 9'+ Ceiling
- 10. Fire Sprinkler
- 11. Power Humidifier
- 12. Elect. Air Filters
- 13. Accessible
- 14. Exercise Room
- 15. Two Story Entry
- 16. LL Daylgt Wndw
- 17. Elevator
- 18. Whirlpool
- 19. 2nd Kitchen
- 20. Bidet
- 21. Ceiling Fan
- 22. Drain Tile
- 23. Formal Dining
- 24. Garage Door Opener
- 25. Garage Floor Drain
- 26. Jack/Jill Bath
- 27. Pantry
- 28. Skylight
- 29. Sump Pump
- 30. Water Purifier
- 31. Zero Step Entry
- 32. Other
- 33. None

**FC. Floor Coverings**

- 1. Carpet
- 2. Ceramic Tile
- 3. Concrete
- 4. Wood
- 5. Laminate
- 6. Marble
- 7. Vinyl
- 8. Stone
- 9. Porcelain Tile
- 10. Engineered Wood
- 11. Other
- 12. Luxury Vinyl Tile
- 13. Luxury Vinyl Plank

**\*FD. Foundation Details**

- 1. Poured Concrete
- 2. Slab
- 3. Concrete Block
- 4. Stone
- 5. Tile
- 6. Brick/Mortar
- 7. Other
- 8. None

**FEATURES (CHECK ALL THAT APPLY IN THIS SECTION)**

- LT. Lot Description
- 1. In City
  - 2. Corner Lot
  - 3. Riverfront
  - 4. Lakefront
  - 5. Cul-De-Sac
  - 6. Golf Course Frntg
  - 7. In Subdivision
  - 8. Public Sidewalk
  - 9. Alley
  - 10. Curb and Gutter
  - 11. Curb Cut
  - 12. Level
  - 13. Rolling
  - 14. Sloping
  - 15. Pond/Stream on Prop
  - 16. Wooded
  - 17. Paved Road
  - 18. Common Area
  - 19. Irregular
  - 20. Secluded
  - 21. Trackage
  - 22. Private Roadway
  - 23. Waterfront
  - 24. Other

- \*SW. Sewer And Water
- 1. Public Water
  - 2. Private Water
  - 3. Rural Water
  - 4. Well
  - 5. Public Sewer
  - 6. Private Sewer
  - 7. Septic
  - 8. Other
  - 9. None

- UT. Utilities at Site
- 1. Electric
  - 2. Natural Gas
  - 3. Water
  - 4. Sewer
  - 5. Storm Sewer
  - 6. Telephone
  - 7. Fiber Optic
  - 8. Cable TV
  - 9. Propane
  - 10. Other
  - 11. None

- \*OW. Ownership Type
- 1. Fee Simple
  - 2. Condominium
  - 3. Leasehold
  - 4. Cooperative
  - 5. Other

- \*FT. Financing Terms Accepted
- 1. Private Financing
  - 2. VA
  - 3. FHA
  - 4. Conventional
  - 5. Loan Assumption
  - 6. Cash
  - 7. USDA
  - 8. Seller Assistance
  - 9. Other

- RF. Roof Type
- 1. Composition
  - 2. Wood Shingle
  - 3. Flat
  - 4. Tile
  - 5. Slate
  - 6. Metal
  - 7. Membrane
  - 8. Insulated
  - 9. Built-Up
  - 10. Concrete
  - 11. Asbestos Shingle
  - 12. Rock
  - 13. Shake
  - 14. Other

- PY. Payment Includes
- 1. Tax Included
  - 2. Insurance Included
  - 3. MIP/PMI Include
  - 4. None

**ADMIN INSTRUCTIONS**

Admin Instructions (This is NOT an MLS field – To be used for notes to input Admins if applicable)

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