

Property Address: _____

City **State** **Zip Code**

Agent Name: _____ **Date Listed:** _____ **Listing Number:** _____

*Status <input type="checkbox"/> New	*Property Subtype <input type="checkbox"/> Land <input type="checkbox"/> Residential <input type="checkbox"/> Multifamily <input type="checkbox"/> Residential Rental <input type="checkbox"/> Other	*Agent ID _____ *Office ID _____ Co-Agent ID _____ Co-Office ID _____	*Asterisk Denotes Required Field*
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*County _____ *Address# _____ *Direction _____

*Street Name _____ *Street Type _____

Post Direction _____ Unit# _____

*City _____ *State _____ *Zip Code _____

*Parcel # _____ Subdivision _____

*List Price _____ *List Date _____ (Date on Listing Agrmnt.) *Expiration Date _____	*If Property Subtype = Residential, Residential Rental or MultiFamily: *Bedrooms _____ *Bedrooms Above Grade _____ (Conforming Only) (Conforming Only) *Bathrooms _____ *Garage Spaces _____ # of Stories _____ *Finished Square Feet _____ *Year Built _____ *New Construction <input type="checkbox"/> Completed (Never Occupied) <input type="checkbox"/> NOT New, Not a Model <input type="checkbox"/> Under Construction *If Under Construction Estimated Completion Date _____ *School District _____ *Grade School _____ *Jr. High School _____ *High School _____
*Total # of Units _____ *Total Acres _____ *# Parking Spaces _____ *SID <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, *SID Number: _____ *Non Standard Form <input type="checkbox"/> Yes <input type="checkbox"/> No *Agent Has Equity <input type="checkbox"/> Yes <input type="checkbox"/> No *REO (Bank etc owned) <input type="checkbox"/> Yes <input type="checkbox"/> No	

*Legal Description (100 Char) _____ _____ _____ * Lot Dimensions (Actual, not Irreg.) (45 Char) _____	*Tax Amount <input type="checkbox"/> Partial <input type="checkbox"/> Full *Tax Year _____ Tax Database ID <input type="checkbox"/> CRS Tax - IA <input type="checkbox"/> CRS Tax - NE Tax ID (Auto-filled)
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Registered Deadline _____ Minimum Bid _____ Auction Date _____ Auction Time _____ Buyer's Premium _____ Auction Location _____ (Where Auction is being held) Pre-Offers <input type="checkbox"/> Yes <input type="checkbox"/> No Online Bidding <input type="checkbox"/> Yes <input type="checkbox"/> No Conversion <input type="checkbox"/> Yes <input type="checkbox"/> No	*Auction Type <input type="checkbox"/> 1. Absolute <input type="checkbox"/> 2. Minimum Bid <input type="checkbox"/> 3. Reserve
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Branded Virtual Tour

Unbranded Virtual Tour

Branded Video Link

Unbranded Video Link

*Showing Contact Type Agent Broker Other Seller Showing Service

*Showing Instructions (500 Char)

Directions to Property (250)

REMARKS

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

Public Remarks (1000 Characters Max) (Syndication Remarks are auto populated)

These remarks are the ones to be seen by other real estate agents.

Agent Remarks (1000 Characters Max)

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)

*Utilities at Site

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

*HTF. Heating Fuel

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

*Assessment Includes

- | | | |
|--|--|---|
| <input type="checkbox"/> 1. Not Applicable | <input type="checkbox"/> 6. Club House | <input type="checkbox"/> 11. Common Area Maint. |
| <input type="checkbox"/> 2. Ext. Maintenance | <input type="checkbox"/> 7. Snow Removal | <input type="checkbox"/> 12. Heat |
| <input type="checkbox"/> 3. Lawn Care | <input type="checkbox"/> 8. Lake | <input type="checkbox"/> 13. Air Conditioning |
| <input type="checkbox"/> 4. Security | <input type="checkbox"/> 9. Insurance | <input type="checkbox"/> 14. Water |
| <input type="checkbox"/> 5. Pool Access | <input type="checkbox"/> 10. Tennis | <input type="checkbox"/> 15. Other |

Keybox Provided By

- | | |
|-----------------------------------|--|
| <input type="checkbox"/> 1. Combo | <input type="checkbox"/> 4. Sentrilock |
| <input type="checkbox"/> 2. Other | <input type="checkbox"/> 5. Supra |
| <input type="checkbox"/> 3. None | |

3

ADMIN INSTRUCTIONS

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