

Property Address: _____

City

State

Zip Code

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

*Property Subtype <input type="checkbox"/> Multifamily *Status <input type="checkbox"/> New	*Agent ID _____ *Office ID _____ Co-Agent ID _____ Co-Office ID _____ *Photos provided by <input type="checkbox"/> Agent <input type="checkbox"/> Photographer <input type="checkbox"/> Seller <input type="checkbox"/> None	*Asterisk Denotes Required Field* *SID <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, SID Number: _____	
*County _____ *Address# _____ *Direction _____ *Street Name _____ *Street Type _____ Post Direction _____ Unit# _____ *City _____ *State _____ *Zip Code _____ *Parcel # _____ *Subdivision _____		*Basement <input type="checkbox"/> Yes <input type="checkbox"/> No *Walk Out Basement <input type="checkbox"/> Yes <input type="checkbox"/> No	
*Listing Price _____ *Lot Included in Price <input type="checkbox"/> Yes <input type="checkbox"/> No *List Date _____ (Date on Listing Agreement) *Expiration Date _____		Protective Covenants <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown 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 *Special Assessments <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: *Special Assessment Source _____ *Special Assessments Amount _____	
*Conversion <input type="checkbox"/> Yes <input type="checkbox"/> No *HOA <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: HOA *Fee _____ HOA *Fee Term <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi Annually <input type="checkbox"/> Annually HOA. HOA Includes <input type="checkbox"/> 1. Not Applicable <input type="checkbox"/> 12. Heating <input type="checkbox"/> 2. Ext Maintenance <input type="checkbox"/> 13. Air Conditioning <input type="checkbox"/> 3. Lawn Care <input type="checkbox"/> 14. Water <input type="checkbox"/> 4. Security <input type="checkbox"/> 15. Other <input type="checkbox"/> 5. Pool Access <input type="checkbox"/> 6. Club House <input type="checkbox"/> 7. Snow Removal <input type="checkbox"/> 8. Lake <input type="checkbox"/> 9. Insurance <input type="checkbox"/> 10. Tennis <input type="checkbox"/> 11. Common Area Mnt		*Legal Description (100 Char) _____ _____ _____ Lot Dimensions (Actual, not Irreg.) (45 Char) _____ *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 Number of Stories: <input type="checkbox"/> One <input type="checkbox"/> Two <input type="checkbox"/> Three+	
		*Total # of Units _____ *# of Parking Spaces _____ *Garage Spaces _____ *GAR. Garage Type <input type="checkbox"/> 1. Attached <input type="checkbox"/> 6. Carport <input type="checkbox"/> 2. Detached <input type="checkbox"/> 7. Off Street Park <input type="checkbox"/> 3. Built-In <input type="checkbox"/> 8. Heated <input type="checkbox"/> 4. Tandem <input type="checkbox"/> 9. None <input type="checkbox"/> 5. Underground	Garage Rent (High) _____ Garage Rent (Low) _____ *# of A/C Units _____ *# of Electric Meters _____ *# of Fireplaces _____ *# of Furnaces _____ *# of Gas Meters _____

<p>*Agreement Type</p> <p><input type="checkbox"/> Compensation Agreement</p> <p><input type="checkbox"/> ERTS w/Reserved Prospect</p> <p><input type="checkbox"/> ERTS w/Var. Rate Compensation</p> <p><input type="checkbox"/> Exclusive Agency</p> <p><input type="checkbox"/> Exclusive Right to Sell</p> <p><input type="checkbox"/> Exclusive Agency w/Var. Rate Compensation</p>	<p>*Tax Amount_____ <input type="checkbox"/> Partial <input type="checkbox"/> Full 2</p> <p>*Tax Year_____</p> <p>Tax Database ID <input type="checkbox"/> CRS Tax - IA <input type="checkbox"/> CRS Tax - NE</p> <p>Tax ID (Auto-filled) _____</p> <p>*Year Built_____</p> <p>*New Construction</p> <p><input type="checkbox"/> Completed (Never Occupied)</p> <p><input type="checkbox"/> NOT New, Not a Model</p> <p><input type="checkbox"/> Under Construction</p> <p>Estimated Completion Date _____</p>
<p>Annual Exp. Year End _____</p> <p>Insurance Expense _____</p> <p>Maintenance Expense _____</p> <p>Management Expense _____</p> <p>Operating Expense _____</p> <p>Other Expenses _____</p> <p>Services Expense _____</p> <p>Utility Expense _____</p> <p>Annual Garage Income _____</p> <p>Annual Laundry Income _____</p> <p>Effective Gross Income _____</p> <p>Gross Op Income _____</p> <p>Net Op Income _____</p> <p>Other Income _____</p> <p>Scheduled Gross Income _____</p> <p>Vacancy Loss _____</p>	<p>*Lot Size Range</p> <p><input type="checkbox"/> Up to ¼ Acre <input type="checkbox"/> Over 10 up to 20 Acres</p> <p><input type="checkbox"/> Over ¼ up to ½ Acre <input type="checkbox"/> Over 20 up to 40 Acres</p> <p><input type="checkbox"/> Over ½ up to 1 Acre <input type="checkbox"/> Over 40 Acres</p> <p><input type="checkbox"/> Over 1 up to 5 Acres <input type="checkbox"/> Not Applicable</p> <p><input type="checkbox"/> Over 5 up to 10 Acres</p>
<p>*Annual Expense Source</p> <p><input type="checkbox"/> Accountant Provided</p> <p><input type="checkbox"/> Estimated</p> <p><input type="checkbox"/> Limited Info.</p> <p><input type="checkbox"/> Not Available</p> <p><input type="checkbox"/> Other</p> <p><input type="checkbox"/> Owner Provided</p> <p><input type="checkbox"/> Pro Forma Available</p> <p><input type="checkbox"/> Projected</p> <p><input type="checkbox"/> Tax Return</p>	<p>Broker Ad Number _____</p> <p>Neigh Rev Strat Area <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>*NIFA Target Area <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>*Non Standard Form</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>*Agent Has Equity</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>*REO (Bank etc owned)</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>*Commission Compensation _____</p> <p><i>(Percentage/Decimal Figure or Definite Dollar Amount Only)</i></p>
	<p>*School District _____</p> <p>*Grade Schools _____</p> <p>*Jr. High School _____</p> <p>*High School _____</p>
<p>Branded Virtual Tour</p> <p>_____</p> <p>Unbranded Virtual Tour</p> <p>_____</p>	<p>Branded Video</p> <p>_____</p> <p>Unbranded Video</p> <p>_____</p>

UNIT INFORMATION	3
*Square Footage Source <input type="checkbox"/> Assessor <input type="checkbox"/> Other <input type="checkbox"/> Plans	

	# Units This Type	Total Rooms	*# Bedrooms (Conforming)	#Full Bath	# Part Bath	Square Feet	# of Fire- places	# Floors In Unit	*Monthly Rent	Leased Y/N	Occupied O,T,V
Type 1											
Type 2	UT1	U1RM	U1BR	U1FB	U1PB	U1SF	U1FP	U1FL	U1RN	U1LE	U1OC
Type 3	UT2	U2RM	U2BR	U2FB	U2PB	U2SF	U2FP	U2FL	U2RN	U2LE	U2OC
Type 4	UT3	U3RM	U3BR	U3FB	U3PB	U3SF	U3FP	U3FL	U3RN	U3LE	U3OC
Type 5	UT4	U4RM	U4BR	U4FB	U4PB	U4SF	U4FP	U4FL	U4RN	U4LE	U4OC
Type 6	UT5	U5RM	U5BR	U5FB	U5PB	U5SF	U5FP	U5FL	U5RN	U5LE	U5OC
Type 7	UT6	U6RM	U6BR	U6FB	U6PB	U6SF	U6FP	U6FL	U6RN	U6LE	U6OC
Type 8	UT7	U7RM	U7BR	U7FB	U7PB	U7SF	U7FP	U7FL	U7RN	U7LE	U7OC
Type 9	UT8	U8RM	U8BR	U8FB	U8PB	U8SF	U8FP	U8FL	U8RN	U8LE	U8OC
Type 10	UT9	U9RM	U9BR	U9FB	U9PB	U9SF	U9FP	U9FL	U9RN	U9EL	U0OC
	UT10	U10RM	U10BR	U10FB	U10PB	U10SF	U10FP	U10FL	U10RN	U10LE	U10OC

UNIT FEATURES NEXT PAGE

	Rooms	Appliances	Interior Features	Heat Type	Heat Fuel	Cooling	Rent Includes
Type 1							
Type 2	A	B	C	D	E	F	G
Type 3	H	I	J	K	L	M	N
Type 4	O	P	Q	R	S	T	U
Type 5	V	W	X	Y	Z	ZA	ZB
Type 6	AA	AG	AM	AS	AY	BE	BK
Type 7	AB	AH	AN	AT	AZ	BF	BL
Type 8	AC	AI	AO	AU	BA	BG	BM
Type 9	AD	AJ	AP	AV	BB	BH	BN
Type 10	AE	AK	AQ	AW	BC	BI	BO
	AF	AL	AR	AX	BD	BJ	BP

1. Living	1. Range (Oven + Cooktop)	1. Central Vac	1. Forced Air	1. Gas	1. Central Air	1. Heat
2. Dining		2. Security System	2. Heat	2. Electric	2. Wind Air	2. Electric
3. Kitchen	2. Oven (No Cooktop)	3. Cable Avail	3. Gravity	3. Oil	3. Heath Pump	3. Gas
4. Family Room	3. Refrigerator	4. Wetbar	4. Baseboard	4. Propane	4. Zoned	4. Water
5. Laundry	4. Freezer	5. Intercom	5. Radiant	5. Solar	5. Other	5. Hot Water
6. Laundry Hkup	5. Dishwasher	6. Walkup Attic	6. Wall	6. Water Source	6. None	6. Garage
7. Basement	6. Disposal	7. Attic Exh Fan	7. Wood	7. Wood		7. Other
8. Rec Room	7. Compactor	8. Whole House Exh	8. Hot Water	8. Other		8. None
9. Studio	8. Microwave	9. 9'+ Ceiling	9. Steam	9. None		
10. Loft	9. Indoor Grill	10. Fire Sprinkler	10. Zoned			
11. Other	10. Icemaker	11. Power Humidifier	11. Other			
	11. Water Softener	12. Electronic Air	12. None			
	12. Washer	13. Modified				
	13. Dryer	14. Exercise Room				
	14. Other	15. Two Story Entry				
	15. None	16. Other				
		17. None				
		18. Zero Step Entry				

FEATURES (CHECK ALL THAT APPLY IN THIS SECTION)
5
AP. Appliances Included

- | | |
|---|--|
| <input type="checkbox"/> 1. Range
(Oven + Cooktop) | <input type="checkbox"/> 10. Ice Maker |
| <input type="checkbox"/> 2. Oven
(No Cooktop) | <input type="checkbox"/> 11. Water Softener |
| <input type="checkbox"/> 3. Refrigerator | <input type="checkbox"/> 12. Washer |
| <input type="checkbox"/> 4. Freezer | <input type="checkbox"/> 13. Dryer |
| <input type="checkbox"/> 5. Dishwasher | <input type="checkbox"/> 14. Convection Oven |
| <input type="checkbox"/> 6. Disposal | <input type="checkbox"/> 15. Cooktop |
| <input type="checkbox"/> 7. Compactor | <input type="checkbox"/> 16. Other |
| <input type="checkbox"/> 8. Microwave | <input type="checkbox"/> 17. None |
| <input type="checkbox"/> 9. Indoor Grill | |

EF. Exterior Features

- | | |
|--|--|
| <input type="checkbox"/> 1. Porch | <input type="checkbox"/> 16. Greenhouse |
| <input type="checkbox"/> 2. Patio | <input type="checkbox"/> 17. Decorative Lighting |
| <input type="checkbox"/> 3. Enclosed Porch | <input type="checkbox"/> 18. Tennis Court |
| <input type="checkbox"/> 4. Enclosed Patio | <input type="checkbox"/> 19. Satellite Dish |
| <input type="checkbox"/> 5. Covered Deck | <input type="checkbox"/> 20. Accessible |
| <input type="checkbox"/> 6. Deck/Balcony | <input type="checkbox"/> 21. Bus Service |
| <input type="checkbox"/> 7. Storm Cellar | <input type="checkbox"/> 22. Drain Tile |
| <input type="checkbox"/> 8. Hot tub/Spa | <input type="checkbox"/> 23. Gas Grill |
| <input type="checkbox"/> 9. Pool In-Ground | <input type="checkbox"/> 24. Golf |
| <input type="checkbox"/> 10. Pool Above Grnd | <input type="checkbox"/> 25. Hike/Bike Trail |
| <input type="checkbox"/> 11. Dog Run | <input type="checkbox"/> 26. Playground |
| <input type="checkbox"/> 12. Horse Permitted | <input type="checkbox"/> 27. Volleyball Court(s) |
| <input type="checkbox"/> 13. Storage Shed | <input type="checkbox"/> 28. Zero Step Entry |
| <input type="checkbox"/> 14. Out Building | <input type="checkbox"/> 29. Other |
| <input type="checkbox"/> 15. Sprinkler Sys | <input type="checkbox"/> 30. None |

EX. Exterior

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

***FN. Fence**

- | | |
|--|-------------------------------------|
| <input type="checkbox"/> 1. Chain Link | <input type="checkbox"/> 5. Privacy |
| <input type="checkbox"/> 2. Wood | <input type="checkbox"/> 6. Iron |
| <input type="checkbox"/> 3. Full | <input type="checkbox"/> 7. Other |
| <input type="checkbox"/> 4. Partial | <input type="checkbox"/> 8. None |

***FT. Financing Terms Accepted**

- | | |
|---|---|
| <input type="checkbox"/> 1. Private Financing | <input type="checkbox"/> 6. Cash |
| <input type="checkbox"/> 2. VA | <input type="checkbox"/> 7. USDA |
| <input type="checkbox"/> 3. FHA | <input type="checkbox"/> 8. Seller Assistance |
| <input type="checkbox"/> 4. Conventional | <input type="checkbox"/> 9. Other |
| <input type="checkbox"/> 5. Loan Assumption | |

***OW. Ownership Type**

- | | |
|---|---|
| <input type="checkbox"/> 1. Fee Simple | <input type="checkbox"/> 3. Leasehold |
| <input type="checkbox"/> 2. Condominium | <input type="checkbox"/> 4. Cooperative |

***HF. Heating Fuel**

- | | |
|--------------------------------------|--|
| <input type="checkbox"/> 1. Gas | <input type="checkbox"/> 6. Water Source |
| <input type="checkbox"/> 2. Electric | <input type="checkbox"/> 7. Wood |
| <input type="checkbox"/> 3. Oil | <input type="checkbox"/> 8. Other |
| <input type="checkbox"/> 4. Propane | <input type="checkbox"/> 9. None |
| <input type="checkbox"/> 5. Solar | |

***HT. Heating Type**

- | | |
|--|---|
| <input type="checkbox"/> 1. Forced Air | <input type="checkbox"/> 7. Wood Assist |
| <input type="checkbox"/> 2. Heat Pump | <input type="checkbox"/> 8. Hot Water |
| <input type="checkbox"/> 3. Gravity | <input type="checkbox"/> 9. Steam |
| <input type="checkbox"/> 4. Baseboard | <input type="checkbox"/> 10. Zoned |
| <input type="checkbox"/> 5. Radiant | <input type="checkbox"/> 11. Other |
| <input type="checkbox"/> 6. Wall | <input type="checkbox"/> 12. None |

CL. Cooling

- | | |
|---|-----------------------------------|
| <input type="checkbox"/> 1. Central Air | <input type="checkbox"/> 4. Zoned |
| <input type="checkbox"/> 2. Window Air | <input type="checkbox"/> 5. Other |
| <input type="checkbox"/> 3. Heat Pump | <input type="checkbox"/> 6. None |

IN. Interior Features

- | | |
|---|---|
| <input type="checkbox"/> 1. Central Vac | <input type="checkbox"/> 13. Accessible |
| <input type="checkbox"/> 2. Security System | <input type="checkbox"/> 14. Exercise Room |
| <input type="checkbox"/> 3. Cable Avail | <input type="checkbox"/> 15. Two Story Entry |
| <input type="checkbox"/> 4. Wetbar | <input type="checkbox"/> 16. Elevator |
| <input type="checkbox"/> 5. Intercom | <input type="checkbox"/> 17. Game Room |
| <input type="checkbox"/> 6. Walk-Up Attic | <input type="checkbox"/> 18. Laundry Facilities |
| <input type="checkbox"/> 7. Attic Exh Fan | <input type="checkbox"/> 19. Sauna |
| <input type="checkbox"/> 8. Whole House Exh | <input type="checkbox"/> 20. Sump Pump |
| <input type="checkbox"/> 9. 9'+ Ceiling | <input type="checkbox"/> 21. Zero Step Entry |
| <input type="checkbox"/> 10. Fire Sprinkler | <input type="checkbox"/> 22. Other |
| <input type="checkbox"/> 11. Power Humidifier | <input type="checkbox"/> 23. None |
| <input type="checkbox"/> 12. Elect. Air Filters | |

***FD. Foundation Details**

- | | |
|---|--|
| <input type="checkbox"/> 1. Poured Concrete | <input type="checkbox"/> 5. Tile |
| <input type="checkbox"/> 2. Slab | <input type="checkbox"/> 6. Brick/Mortar |
| <input type="checkbox"/> 3. Concrete Block | <input type="checkbox"/> 7. Other |
| <input type="checkbox"/> 4. Stone | <input type="checkbox"/> 8. None |

LT. Lot Features

- | | |
|--|---|
| <input type="checkbox"/> 1. Alley | <input type="checkbox"/> 6. Pond |
| <input type="checkbox"/> 2. Corner Lot | <input type="checkbox"/> 7. Private Roadway |
| <input type="checkbox"/> 3. Cul-De-Sac | <input type="checkbox"/> 8. Sloped |
| <input type="checkbox"/> 4. Irregular | <input type="checkbox"/> 9. Trackage |
| <input type="checkbox"/> 5. Level | <input type="checkbox"/> 10. Waterfront |

PY. Payment Includes

- | | |
|--|---|
| <input type="checkbox"/> 1. Tax Included | <input type="checkbox"/> 3. MIP/PMI Include |
| <input type="checkbox"/> 2. Insurance Included | <input type="checkbox"/> 4. None |

RF. Roof Type

- | | |
|--|---|
| <input type="checkbox"/> 1. Composition | <input type="checkbox"/> 8. Insulated |
| <input type="checkbox"/> 2. Wood Shingle | <input type="checkbox"/> 9. Built-Up |
| <input type="checkbox"/> 3. Flat | <input type="checkbox"/> 10. Asbestos Shingle |
| <input type="checkbox"/> 4. Tile | <input type="checkbox"/> 11. Rock |
| <input type="checkbox"/> 5. Slate | <input type="checkbox"/> 12. Shake |
| <input type="checkbox"/> 6. Metal | <input type="checkbox"/> 13. Other |
| <input type="checkbox"/> 7. Membrane | |

UT. Utility Connections

- ☐ 1. For Gas Ranges ☐ 6. For Electric Dryer
☐ 2. For Gas Oven ☐ 7. Icemaker Connection
☐ 3. For Gas Dryer ☐ 8. Washer Hookup
☐ 4. For Electric Range ☐ 9. Varies Per Unit
☐ 5. For Electric Oven ☐ 10. Unknown

*SW. Sewer And Water

- ☐ 1. Public Water ☐ 6. Private Sewer
☐ 2. Private Water ☐ 7. Septic
☐ 3. Rural Water ☐ 8. Other
☐ 4. Well
☐ 5. Public Sewer

6

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. Other ☐ 3. None ☐ 4. Sentrilock ☐ 5. Supra

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) _____

ADMIN INSTRUCTIONS

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