

• Indicates Required information () Indicates Maximum Choice

LISTING #

ADDRESS

• State		• County		• City	
• ZIP Code + 4		• Area		• Community/District	
• Street # (HSN)	Modifier	Direction	• Street Name		
Suffix	Post Direction			Unit #	

LISTING

\$	• Listing Price	• Listing Date	• Expiration Date	• Tax ID#	• Preliminary Title Ordered
• Offers (1)		Offer Review Date		FIRPTA withholding required?	
<input type="checkbox"/> Seller intends to review offers upon receipt <input type="checkbox"/> Seller to review offers on Offer Review Date (may review/accept sooner)		(required if 2nd "Offers" option is selected)			

LOCATION

Lot Number	Block	Plat/Subdivision/Building Name			
MAP BOOK	Map Page	Top Map Coord.	Side Map Coord.		

PROPERTY INFORMATION

• Prohibit Blogging	• Allow Automated Valuation	• Show Map Link	• Internet Advertising	• Show Address to Public
• Buyer Brkg. Commission (BBC)	Buyer Brkg. Commission Comments (40 characters maximum)			
• Year Built	Effective Year Built	Effective Year Built Source		

SQUARE FOOTAGE INFORMATION

Approximate Square Footage = Finished Sqft + Unfinished Sqft (Approximate Square Footage Excludes Garage)
 (This value is automatically calculated for you in Matrix)

• Finished Sqft	• Unfinished Sqft	• Square Footage Source
• Lot Size (Square Feet)	• Lot Size Source	

VIRTUAL TOURS

Virtual Tour #1 URL (Please include http:// or https://)	Virtual Tour #1 Description
Virtual Tour #2 URL (Please include http:// or https://)	Virtual Tour #2 Description
Virtual Tour #3 URL (Please include http:// or https://)	Virtual Tour #3 Description

INITIALS:

_____ Seller	_____ Date	_____ Seller	_____ Date	_____ Broker	_____ Date
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Listing Address:

LAG #

ADDITIONAL TAX ID

Add'l Tax ID#

(Additional Tax IDs to be listed on attached sheets)

Add'l Tax ID#

Add'l Tax ID#

BROKER INFORMATION

• **LAG**
 Listing Broker ID#

Broker Name and Phone

Listing Office - ID#

Brokerage Firm Name and Phone

Co Broker - ID#

Co Broker Name and Phone

Co Office - ID#

Co Brokerage Firm Name and Phone

LISTING INFORMATION

• **Possession (3)**

- Closing
- Negotiable
- See Remarks
- Sub. Tenant's Rights

• **Showing Information (10)**

- Appointment
- Call Listing Office
- Day Sleeper
- Gate Code Needed
- MLS Keybox
- Other Keybox
- Owner-Call First
- Pet in House
- Power Off
- Renter-Call First
- Security System
- See Remarks
- ShowingTime
- Vacant

• **Potential Terms (10)**

- Assumable
- Cash Out
- Conventional
- Farm Home Loan
- FHA
- Lease/Purchase
- Owner Financing
- Rehab Loan
- See Remarks
- State Bond
- USDA
- VA

Short Term Rental

\$ _____
Monthly Rent (\$)
 - if rented

• **Senior Exemption**

Right of First Refusal

• **Tax Year**

\$ _____
 • **Annual Taxes (whole dollars)**

• **Form 17**

• **Common Interest Cmty (RCW 64.90)**

HOMEOWNER ASSOCIATION INFORMATION

• **Homeowners Association**

\$ _____
HOA Dues

_____ **HOA Dues Freq**

HOA Dues Include (15)

- Cable TV
- Central Hot Water
- Common Area Maintenance
- Concierge
- Earthquake Ins.
- Garbage
- Internet
- Lawn Service
- Natural Gas
- Road Maintenance
- Security Services
- See Remarks
- Sewer
- Snow Removal
- Water

Association Contact's Name

Association Phone No.

SCHOOL & OWNER INFO.

• **School District**

Elementary School

Junior High/Middle School

Senior High School

• **Owner's Name**

Owner's Name 2

• **Owner's Phone**

• **Occupant Type**
 (Owner/Presale/Tenant/Vacant)

• **Phone to Show**

• **Owner's City and State**

• **Occupant's Name**

• **Bank / RE Owned**

• **3rd Party Approval Required (2)**
 None Other - See Remarks
 Short Sale

• **Auction**

INITIALS:

 Seller

 Date

 Seller

 Date

 Broker

 Date

Listing Address: _____

LAG # _____

SITE INFORMATION

Lot Dimensions	Waterfront Footage (Feet)	Pool	Zoning Code
Zoning Jurisdiction	Lot Topog./Veg. (7)		View (6)
	<input type="checkbox"/> Brush <input type="checkbox"/> Pasture <input type="checkbox"/> Dune <input type="checkbox"/> Rolling <input type="checkbox"/> Equestrian <input type="checkbox"/> Sloped <input type="checkbox"/> Fruit Trees <input type="checkbox"/> Steep Slope <input type="checkbox"/> Garden Space <input type="checkbox"/> Terraces <input type="checkbox"/> Level <input type="checkbox"/> Wooded <input type="checkbox"/> Partial Slope		<input type="checkbox"/> Bay <input type="checkbox"/> Ocean <input type="checkbox"/> Canal <input type="checkbox"/> Partial <input type="checkbox"/> City <input type="checkbox"/> River <input type="checkbox"/> Golf Course <input type="checkbox"/> See Remarks <input type="checkbox"/> Jetty <input type="checkbox"/> Sound <input type="checkbox"/> Lake <input type="checkbox"/> Strait <input type="checkbox"/> Mountain <input type="checkbox"/> Territorial
			Waterfront (5)
			<input type="checkbox"/> Bank-High <input type="checkbox"/> Lake <input type="checkbox"/> Bank-Low <input type="checkbox"/> No Bank <input type="checkbox"/> Bank-Medium <input type="checkbox"/> Ocean <input type="checkbox"/> Bay <input type="checkbox"/> River <input type="checkbox"/> Bulkhead <input type="checkbox"/> Saltwater <input type="checkbox"/> Canal <input type="checkbox"/> Sound <input type="checkbox"/> Creek <input type="checkbox"/> Strait <input type="checkbox"/> Jetty <input type="checkbox"/> Tideland Rights
Site Features (14)	Lot Details (8)		
<input type="checkbox"/> Arena-Indoor <input type="checkbox"/> Electric Car Charging <input type="checkbox"/> Outbuildings <input type="checkbox"/> Arena-Outdoor <input type="checkbox"/> Fenced-Fully <input type="checkbox"/> Patio <input type="checkbox"/> Athletic Court <input type="checkbox"/> Fenced-Partially <input type="checkbox"/> Propane <input type="checkbox"/> Barn <input type="checkbox"/> Gas Available <input type="checkbox"/> Rooftop Deck <input type="checkbox"/> Boat House <input type="checkbox"/> Gated Entry <input type="checkbox"/> RV Parking <input type="checkbox"/> Cabana/Gazebo <input type="checkbox"/> Green House <input type="checkbox"/> Shop <input type="checkbox"/> Cable TV <input type="checkbox"/> High Speed Internet <input type="checkbox"/> Sprinkler System <input type="checkbox"/> Deck <input type="checkbox"/> Hot Tub/Spa <input type="checkbox"/> Stable <input type="checkbox"/> Dock <input type="checkbox"/> Irrigation <input type="checkbox"/> Dog Run <input type="checkbox"/> Moorage	<input type="checkbox"/> Adjacent to Public Land <input type="checkbox"/> High Voltage Line <input type="checkbox"/> Alley <input type="checkbox"/> Open Space <input type="checkbox"/> Corner Lot <input type="checkbox"/> Paved Street <input type="checkbox"/> Cul-de-sac <input type="checkbox"/> Secluded <input type="checkbox"/> Curbs <input type="checkbox"/> Sidewalk <input type="checkbox"/> Dead End Street <input type="checkbox"/> Value in Land <input type="checkbox"/> Dirt Road <input type="checkbox"/> Drought Res Landscape		
			• Leased Land

BUILDING INFORMATION

• Sewer (2)	Basement (3)	• Parking Type (4)
<input type="checkbox"/> Available <input type="checkbox"/> Sewer Connected <input type="checkbox"/> None <input type="checkbox"/> Septic	<input type="checkbox"/> Daylight <input type="checkbox"/> Partially Finished <input type="checkbox"/> Fully Finished <input type="checkbox"/> Roughed In <input type="checkbox"/> None <input type="checkbox"/> Unfinished	<input type="checkbox"/> Carport-Attached <input type="checkbox"/> Garage-Detached <input type="checkbox"/> Carport-Detached <input type="checkbox"/> None <input type="checkbox"/> Driveway Parking <input type="checkbox"/> Off Street <input type="checkbox"/> Garage-Attached
Aprvd # of Bedrooms (septic) _____	• Total Covered Parking _____	Builder _____
• New Construction	New Construction State _____	Estimated Completion Date _____
Architecture _____	Building Condition _____	• Style Code _____
Manufactured Home Serial No. _____	Manufactured Home Manufacturer _____	Manufactured Home Model Number _____
• Exterior (4)	Foundation (3)	• Roof (3)
<input type="checkbox"/> Brick <input type="checkbox"/> See Remarks <input type="checkbox"/> Cement Planked <input type="checkbox"/> Stone <input type="checkbox"/> Cement/Concrete <input type="checkbox"/> Stucco <input type="checkbox"/> Log <input type="checkbox"/> Wood <input type="checkbox"/> Metal/Vinyl <input type="checkbox"/> Wood Products	<input type="checkbox"/> Concrete Block <input type="checkbox"/> See Remarks <input type="checkbox"/> Concrete Ribbon <input type="checkbox"/> Slab <input type="checkbox"/> Post & Block <input type="checkbox"/> Tie down <input type="checkbox"/> Post & Pillar <input type="checkbox"/> Poured Concrete	<input type="checkbox"/> Built-up <input type="checkbox"/> Metal <input type="checkbox"/> Cedar Shake <input type="checkbox"/> See Remarks <input type="checkbox"/> Composition <input type="checkbox"/> Tile <input type="checkbox"/> Flat <input type="checkbox"/> Torch Down <input type="checkbox"/> Green (Living)
Home Faces _____	• Building Information (3)	Accessibility Features (12)
	<input type="checkbox"/> Attached/Zero Lot Line <input type="checkbox"/> Built on Lot <input type="checkbox"/> Detached <input type="checkbox"/> Manufactured Home <input type="checkbox"/> Modular <input type="checkbox"/> Planned Unit Dev	<input type="checkbox"/> Accessible Approach <input type="checkbox"/> Accessible Entrance <input type="checkbox"/> Accessible Central Living/Common Area <input type="checkbox"/> Accessible Bedroom <input type="checkbox"/> Accessible Bath <input type="checkbox"/> Accessible Kitchen <input type="checkbox"/> Accessible Utility <input type="checkbox"/> Modifications for Hearing/Vision <input type="checkbox"/> Accessible Elevator or Lift Installed <input type="checkbox"/> Ceiling Track <input type="checkbox"/> Smart Technology <input type="checkbox"/> Other

ACCESSORY DWELLING UNIT

Accessory Dwelling Unit	Detached Dwelling (Finished Square Feet)	ADU Bedroom(s)	ADU Bathroom(s)
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INITIALS: _____ _____ _____ _____ _____
 Seller Date Seller Date Broker Date

Listing Address: _____

LAG # _____

GREEN BUILDING INFO.

Green Certification (4)

- Built Green™
- LEED™
- Northwest ENERGY STAR®
- Other - See Remarks

Built Green™

LEED™

Northwest ENERGY STAR®

Construction Methods (2)

- Advanced Wall
- Double Wall
- Ins. Concrete Form (ICF)
- Post & Beam
- Standard Frame
- Steel & Concrete
- Strawbale
- Structural Ins. Panel (SIPs)
- Tilt-up

EPS Energy Score (0-99,999kWh)

HERS Index Score (0-150)

INTERIOR FEATURES

Lower Fireplaces

Upper Fireplaces

Main Fireplaces

Type of Fireplace (5)

- Electric
- Gas
- Other - See Remarks
- Pellet
- Wood

Leased Equipment

Water Heater Type

Water Heater Location

• Energy Source (6)

- Electric
- Geothermal
- Ground Source
- Natural Gas
- Oil
- Pellet
- Propane
- See Remarks
- Solar (Unspecified)
- Solar Hot Water
- Solar PV
- Wood

• Heating/Cooling (8)

- 90%+ High Efficiency
- Baseboard
- Central A/C
- Ductless HP-Mini Split
- Forced Air
- Heat Pump
- HEPA Air Filtration
- High Efficiency (Unspecified)
- Hot Water Recirc Pump
- HRV/ERV System
- Insert
- None
- Other - See Remarks
- Radiant

- Radiator
- Stove/Free Standing
- Tankless Water Heater
- Wall

Floor Covering (5)

- Bamboo/Cork
- Ceramic Tile
- Concrete
- Engineered Hardwood
- Fir/Softwood
- Granite
- Hardwood
- Laminate
- Laminate Hardwood
- Laminate Tile
- Marble
- Other Renewable
- See Remarks
- Slate
- Stone
- Travertine
- Vinyl
- Vinyl Plank
- Wall to Wall Carpet

Interior Features (17)

- 2nd Kitchen
- 2nd Primary BR
- Bath Off Primary
- Built-in Vacuum
- Ceiling Fan(s)
- Dbl Pane/Storm Windw
- Dining Room
- Elevator
- Fireplace (Primary BR)
- French Doors
- High Tech Cabling
- Hot Tub/Spa
- Jetted Tub
- Loft
- Sauna
- Security System
- Skylights
- SMART Wired
- Solarium/Atrium
- Sprinkler System
- Triple Pane Windows
- Vaulted Ceilings
- Walk-in Closet
- Walk-in Pantry
- Wet Bar
- Wine Cellar
- Wired for Generator

Appliances That Stay (10)

- Dishwasher
- Double Oven
- Dryer
- Garbage Disposal
- Microwave
- Refrigerator
- See Remarks
- Stove/Range
- Trash Compactor
- Washer

UTILITY / COMMUNITY

Community Features (11)

- Age Restriction
- Airfield
- Boat Launch
- CCRs
- Clubhouse
- Community Waterfront / Pvt Beach
- Golf Course
- Park
- Playground
- Tennis Courts
- Trails

• Water Source (3)

- Community
- Individual Well
- Lake
- Private
- Public
- See Remarks
- Shared Well
- Shares
- Water Catchment System
- Well Needed

Irrigation Comments (Max 40 characters)

Water Company

Power Company

Sewer Company

Cable/TV Provider

Internet Service Provider

Public Transit Nearby

Transit Route

INITIALS:

 Seller

 Date

 Seller

 Date

 Broker

 Date

Listing Address: _____

LAG # _____

ROOM LOCATION

• **Level (1)** U for Upper M for Main L for Lower S for Split G for Garage

Approved Accessory _____	Extra Fin. Room _____	Living Room _____
Bonus Room _____	Family Room _____	Primary Bedroom _____
Den/Office _____	Great Room _____	Rec Room _____
Dining Room _____	Kit with Eating Space _____	Studio _____
Entry _____	Kit w/o Eating Space _____	Utility Room _____

No. of Bedrooms U___ M___ L___
 (Excluding Primary Bedroom)

No. of Full Baths U___ M___ L___ G___

No. of 1/2 Baths U___ M___ L___ G___

No. of 3/4 Baths U___ M___ L___ G___

REMARKS

Marketing Remarks. CAUTION! The comments you make in the following lines are limited to descriptions of the land and improvements only. These remarks will appear in the client handouts and websites. (750)

Confidential Broker-Only Remarks. Comments in this category are for broker's use only. (500)

• **Driving Directions to Property (200)**

INITIALS:

 Seller

 Date

 Seller

 Date

 Broker

 Date