

**RESIDENTIAL Exclusive Listing Agreement (page 1 of 5)**  
**LISTING INPUT SHEET**

PROPERTY **1**  
 TYPE

• Indicates Required information ( ) Indicates Maximum Choice

**LISTING #**

**ADDRESS**

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

**LISTING**

\$		• <b>Listing Price</b>		• <b>Listing Date</b>		• <b>Expiration Date</b>		• <b>Tax ID#</b>		• <b>Preliminary Title Ordered</b>	
• <b>Offers (1)</b>		<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)		<b>Offer Review Date</b> <i>(required if 2nd "Offers" option is selected)</i>		<b>FIRPTA withholding required?</b>					

**LOCATION**

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

**PROPERTY INFORMATION**

• <b>Prohibit Blogging</b>		• <b>Allow Automated Valuation</b>		• <b>Show Map Link</b>		• <b>Internet Advertising</b>		• <b>Show Address to Public</b>			
• <b>SOC (Selling Office Com.)</b>		<b>Selling Office Commission Comments (40 characters maximum)</b>									
• <b>Year Built</b>		<b>Effective Year Built</b>			<b>Effective Year Built Source</b>						
• <b>ASF - Total (Square Feet)</b>			• <b>Lot Size (Square Feet)</b>			• <b>Lot Size Source</b>					
<b>Virtual Tour URL</b> (Please include http:// or https://)											

**BROKER INFORMATION**

• <b>LAG</b> Listing Broker ID#		<b>Broker Name and Phone</b>				<b>Listing Firm - ID#</b>		<b>Firm Name and Phone</b>		
<b>Co Broker - ID#</b>		<b>Co Broker Name and Phone</b>				<b>Co Firm - ID#</b>		<b>Co Firm Name and Phone</b>		

INITIALS:

_____ Seller	_____ Date	_____ Seller	_____ Date	_____ Broker	_____ Date
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**Listing Address:** \_\_\_\_\_

**LAG #** \_\_\_\_\_

**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
- Vacant

**• Potential Terms (10)**

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

**• Tax Year** \_\_\_\_\_

\$ \_\_\_\_\_  
**• Annual Taxes**

**• Senior Exemption** \_\_\_\_\_

**Right of First Refusal** \_\_\_\_\_

\$ \_\_\_\_\_  
**Monthly H.O. Dues**

\$ \_\_\_\_\_  
**Monthly Rent**

**• Form 17** \_\_\_\_\_

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

**SCHOOL & OWNER INFO.**

**• School District** \_\_\_\_\_

\_\_\_\_\_  
**Elementary School**

\_\_\_\_\_  
**Junior High/Middle School**

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

**• Owner Name** \_\_\_\_\_

\_\_\_\_\_  
**Owner Name 2**

**• Owner's Phone** \_\_\_\_\_

**• Occupant Type** \_\_\_\_\_

**• Phone to Show** \_\_\_\_\_

**• Owner's City and State** \_\_\_\_\_

**• Occupant's Name** \_\_\_\_\_

**• Bank Owned/REO**

- 3rd Party App. Req. (2)**
- None
  - Short Sale
  - Other - See Remarks

**• Auction** \_\_\_\_\_

**SITE INFORMATION**

\_\_\_\_\_  
**Lot Dimensions**

\_\_\_\_\_  
**Waterfront Footage (Feet)**

\_\_\_\_\_  
**Pool**

\_\_\_\_\_  
**Zoning Code**

**Zoning Jurisdiction** \_\_\_\_\_

**Lot Topog./Veg. (7)**

- Brush
- Dune
- Equestrian
- Fruit Trees
- Garden Sp.
- Level
- Partial Slope
- Pasture
- Rolling
- Sloped
- Steep Slope
- Terraces
- Wooded

**View (6)**

- Bay
- Canal
- City
- Golf Course
- Jetty
- Lake
- Mountain
- Ocean
- Partial
- River
- See Remarks
- Sound
- Strait
- Territorial

**Waterfront (5)**

- Bank-High
- Bank-Low
- Bank-Medium
- Bay
- Bulkhead
- Canal
- Creek
- Jetty
- Lake
- No Bank
- Ocean
- River
- Saltwater
- Sound
- Strait
- Tideland Rights

**Site Features (14)**

- Arena-Indoor
- Arena-Outdoor
- Athletic Court
- Barn
- Boat House
- Cabana/Gazebo
- Cable TV
- Deck
- Dock
- Dog Run
- Fenced-Fully
- Fenced-Partially
- Gas Available
- Gated Entry
- Green House
- High Speed Internet
- Hot Tub/Spa
- Moorage
- Outbuildings
- Patio
- Propane

**Lot Details (7)**

- Alley
- Corner Lot
- Cul-de-sac
- Curbs
- Dead End St.
- Drought Res Landscape
- High Voltage Line
- Open Space
- Paved Street
- Secluded
- Sidewalk
- Value in Land

INITIALS:

\_\_\_\_\_  
 Seller

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Seller

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Broker

\_\_\_\_\_  
 Date

**Listing Address:** \_\_\_\_\_

**LAG #** \_\_\_\_\_

**BUILDING INFORMATION**

**• Sewer (2)**

- Available
- None
- Septic
- Sewer Connected

**Basement (3)**

- Daylight
- Fully Finished
- None
- Partially Finished
- Roughed In
- Unfinished

**• Parking Type (4)**

- Carport-Attached
- Carport-Detached
- Garage-Attached
- Garage-Detached
- None
- Off Street

**Aprvd # of Bedrooms (septic)** \_\_\_\_\_

**• Total Covered Parking** \_\_\_\_\_

**Builder** \_\_\_\_\_

**• New Construction**

**New Construction State** \_\_\_\_\_

**• Building Information (3)**

- Built on Lot
- Detached
- Manufactured Home
- Modular
- Planned Unit Dev.
- Attached/Zero Lot Line

**• Style Code** \_\_\_\_\_

**Manufactured Home Serial No.** \_\_\_\_\_

**Manufactured Home Manufacturer** \_\_\_\_\_

**Manufactured Home Model Number** \_\_\_\_\_

**• Exterior (4)**

- Brick
- Cement Planked
- Cement/Concrete
- Log
- Metal/Vinyl
- See Remarks
- Stone
- Stucco
- Wood
- Wood Products

**Foundation (3)**

- Concrete Block
- Concrete Ribbon
- Post & Block
- Post & Pillar
- Poured Concrete
- See Remarks
- Slab
- Tie down

**Building Condition** \_\_\_\_\_

**• Roof (3)**

- Built-up
- Cedar Shake
- Composition
- Flat
- Green (Living)
- Metal
- See Remarks
- Tile
- Torch Down

**Architecture** \_\_\_\_\_

**Accessibility Features (12)**

- Accessible Approach
- Accessible Entrance
- Accessible Central Living/Common Area
- Accessible Bedroom
- Accessible Bath
- Accessible Kitchen
- Accessible Utility
- Modifications for Hearing/Vision
- Accessible Elevator or Lift Installed
- Ceiling Track
- Smart Technology
- Other

**ACCESSORY DWELLING UNIT INFO.**

**Accessory Dwelling Unit** \_\_\_\_\_

**Detached Dwelling**  
 (Finished Square Feet) \_\_\_\_\_

**ADU Bedrooms** \_\_\_\_\_

**ADU Baths** \_\_\_\_\_

**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)** \_\_\_\_\_

**INITIALS:**

\_\_\_\_\_  
 Seller

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Seller

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Broker

\_\_\_\_\_  
 Date

**Listing Address:** \_\_\_\_\_

**LAG #** \_\_\_\_\_

**INTERIOR FEATURES**

(Approximate Square Footage Excluding Garage)

**Finished** \_\_\_\_\_

**Unfinished** \_\_\_\_\_

**• Square Footage Source** \_\_\_\_\_

**Lower Fireplaces** \_\_\_\_\_

**Upper Fireplaces** \_\_\_\_\_

**Main Fireplaces** \_\_\_\_\_

**Type of Fireplace** \_\_\_\_\_

**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
- Fir/Softwood
- Hardwood
- Laminate
- Other Renewable
- See Remarks
- Slate
- Vinyl
- Wall to Wall Carpet

**Interior Features (16)**

- 2nd Kitchen
- 2nd Mstr BR
- Bath Off Master
- Built-in Vacuum
- Ceiling Fan(s)
- Dbl Pane/Strm Window
- Dining Room
- FP in Mstr BR
- French Doors
- High Tech Cabling
- Hot Tub/Spa
- Jetted Tub
- Loft
- Sauna
- Security System
- Skylights
- Solarium/Atrium
- Vaulted Ceilings
- Walk-in Pantry
- Walk-in Closet
- Wet Bar
- Wine Cellar
- Wired for Generator

**Appliances That Stay (10)**

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

**UTILITY/COMMUNITY**

**Community Features (8)**

- Age Restriction
- Airfield
- Boat Launch
- CCRs
- Clubhouse
- Community Waterfront/  
Pvt. Beach Access
- Golf Course
- Tennis Courts

**• Water Source (3)**

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

**Water Company** \_\_\_\_\_

**Power Company** \_\_\_\_\_

**Sewer Company** \_\_\_\_\_

**Bus Line Nearby** \_\_\_\_\_

**Bus Route Number** \_\_\_\_\_

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

<b>Entry</b> _____	<b>Kit w/o Eating Space</b> _____	<b>Extra Fin. Room</b> _____
<b>Living Room</b> _____	<b>Master Bedroom</b> _____	<b>Rec Room</b> _____
<b>Dining Room</b> _____	<b>Bonus Room</b> _____	<b>Family Room</b> _____
<b>Kit with Eating Space</b> _____	<b>Den/Office</b> _____	<b>Great Room</b> _____

**No. of Bedrooms** U \_\_\_ M \_\_\_ L \_\_\_

**Utility Room** U \_\_\_ M \_\_\_ L \_\_\_ G \_\_\_

**No. of Full Baths** U \_\_\_ M \_\_\_ L \_\_\_ G \_\_\_

**Approved Accessory Dwelling Unit** U \_\_\_ M \_\_\_ L \_\_\_

**No. of 3/4 Baths** U \_\_\_ M \_\_\_ L \_\_\_ G \_\_\_

**No. of 1/2 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. (500)

**Confidential Broker-Only Remarks.** Comments in this category are for broker's use only. (250)

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

INITIALS:

\_\_\_\_\_  
 Seller

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Seller

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Broker

\_\_\_\_\_  
 Date