

• 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>Owner Name</b>	<b>Owner Name 2</b>	• <b>Owner's Phone</b>	• <b>Owner's City and State</b>
• <b>Occupant Type</b> <small>(Owner/Presale/Tenant/Vacant)</small>	• <b>Occupant's Name</b>	• <b>Phone to Show</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>Number of Bedrooms</b>	• <b>Total Bathrooms</b>			
• <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</b> (Selling Office Com.)	<b>Selling Office Commission Comments</b> (40 characters maximum)			
• <b>Year Built</b>	<b>Effective Year Built</b>	<b>Effective Year Built Source</b>		
<b>ASF - Total</b> (Square Feet)	<b>Lot Size</b> (Square Feet)	<b>Lot Size Source</b>		
<b>Virtual Tour URL</b> (Please include http:// or https://)				

INITIALS:

Lessor \_\_\_\_\_ Date \_\_\_\_\_ Lessor \_\_\_\_\_ Date \_\_\_\_\_ Broker \_\_\_\_\_ Date \_\_\_\_\_

**Listing Address:**

**LAG #**

**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>

**LISTING INFORMATION**

<b>Currently Listed for Sale</b>	<b>Listing Number of "For Sale" Listing</b>	<b>• Date Available</b>	<b>Available Until</b>
<b>• Min. Rental Term (months)</b>	<b>Showing Information (6)</b>	<b>Approval Required (3)</b>	
	<input type="checkbox"/> Appointment <input type="checkbox"/> Call Listing Office <input type="checkbox"/> MLS Keybox <input type="checkbox"/> Other Keybox	<input type="checkbox"/> Owner-Call First <input type="checkbox"/> Renter-Call First <input type="checkbox"/> See Remarks <input type="checkbox"/> Vacant	
<b>Forms Required (4)</b>	<b>Type of Property (2)</b>	<b>Terms &amp; Conditions (5)</b>	
<input type="checkbox"/> Rntl Agree-Owner <input type="checkbox"/> Rntl Agree-Prp Mg <input type="checkbox"/> Rntl Agree-Rnt Off <input type="checkbox"/> Rental Application	<input type="checkbox"/> App'd Access Dwl Un <input type="checkbox"/> Condo <input type="checkbox"/> Mobile Home <input type="checkbox"/> Multi-Family/Apt.	<input type="checkbox"/> Room For Rent <input type="checkbox"/> See Remarks <input type="checkbox"/> Shared Housing <input type="checkbox"/> Single Family Home	
<input type="checkbox"/> Screening Rpt-Owner <input type="checkbox"/> Screening Rpt-Prp Mg <input type="checkbox"/> Screening Rpt-Rnt Off <input type="checkbox"/> See Remarks		<input type="checkbox"/> Association <input type="checkbox"/> Credit <input type="checkbox"/> See Remarks	
<b>Move-In Funds Required (7)</b>	<b>Included in Rent (10)</b>		
<input type="checkbox"/> First Month <input type="checkbox"/> Last Month <input type="checkbox"/> Cleaning Fee <input type="checkbox"/> Pet Deposit	<input type="checkbox"/> Cable <input type="checkbox"/> Garbage <input type="checkbox"/> Heat	<input type="checkbox"/> HO Dues <input type="checkbox"/> Hot Water <input type="checkbox"/> Lawn Service <input type="checkbox"/> Pool Service <input type="checkbox"/> Power <input type="checkbox"/> Sec. System <input type="checkbox"/> Sewer <input type="checkbox"/> Telephone <input type="checkbox"/> Water	
<b>Accessibility Features (12)</b>			
<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		

**SITE INFORMATION**

<b>View (6)</b>	<b>Waterfront (5)</b>	<b>Site Features (14)</b>	
<input type="checkbox"/> Bay <input type="checkbox"/> Canal <input type="checkbox"/> City <input type="checkbox"/> Golf Course <input type="checkbox"/> Jetty <input type="checkbox"/> Lake <input type="checkbox"/> Mountain	<input type="checkbox"/> Bank-High <input type="checkbox"/> Bank-Low <input type="checkbox"/> Bank Medium <input type="checkbox"/> Bay <input type="checkbox"/> Beach Rights <input type="checkbox"/> Bulkhead <input type="checkbox"/> Canal	<input type="checkbox"/> Arena-Indoor <input type="checkbox"/> Arena-Outdoor <input type="checkbox"/> Athletic Court <input type="checkbox"/> Barn <input type="checkbox"/> Boat House <input type="checkbox"/> Cabana/Gazebo <input type="checkbox"/> Cable TV <input type="checkbox"/> Deck	
		<input type="checkbox"/> Dock <input type="checkbox"/> Dog Run <input type="checkbox"/> Fenced-Fully <input type="checkbox"/> Fenced-Partially <input type="checkbox"/> Gas Available <input type="checkbox"/> Gated Entry <input type="checkbox"/> Green House <input type="checkbox"/> Hot Tub/Spa	
<b>Pool</b>	<b>Basement (3)</b>	<b>Sewer (2)</b>	<b>Parking Type (4)</b>
	<input type="checkbox"/> Daylight <input type="checkbox"/> Fully Finished <input type="checkbox"/> None <input type="checkbox"/> Partially Finished <input type="checkbox"/> Roughed In <input type="checkbox"/> Unfinished	<input type="checkbox"/> Available <input type="checkbox"/> Septic <input type="checkbox"/> Sewer Connected	<input type="checkbox"/> Carport-Attached <input type="checkbox"/> Carport-Detached <input type="checkbox"/> Common Garage <input type="checkbox"/> Garage-Attached <input type="checkbox"/> Garage-Detached <input type="checkbox"/> Uncovered
			<b>No. of Assigned Parking Spaces</b>

INITIALS:

\_\_\_\_\_  
 Lessor Date Lessor Date Broker Date

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

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

**INTERIOR INFORMATION**

• **Style Code** \_\_\_\_\_

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

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

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

**Additional Finished Rooms (6)**

- Bonus Room
- Den/Office
- Dining Room
- Family Room
- Kit w/Eating Space
- Rec Room

**Appliances Provided (7)**

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

**Cats/Dogs (3)**

- Cats Only
- Dogs Only
- No Dogs or Cats
- No Restrictions
- See Remarks
- Subject to Restrictions

**Energy Source (6)**

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

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

**Heating/Cooling (8)**

- 90%+ High Efficiency
- Baseboard
- Ductless HP-Mini Split
- Forced Air
- Heat Pump
- HEPA Air Filtration
- Hot Water Recirc Pump
- HRV/ERV System
- Insert
- Radiant
- Radiator
- Stove/Free Standing
- Tankless Water Heater
- Wall

**Furnished** \_\_\_\_\_

**Storage** \_\_\_\_\_

<b>No. of Upper Bedrooms</b> _____	<b>No. of Main Bedrooms</b> _____	<b>No. of Lower Bedrooms</b> _____	
<b>No. of Upper Full Baths</b> _____	<b>No. of Main Full Baths</b> _____	<b>No. of Lower Full Baths</b> _____	<b>No. of Full Baths</b> _____
<b>No. of 3/4 Upper Baths</b> _____	<b>No. of 3/4 Main Baths</b> _____	<b>No. of 3/4 Lower Baths</b> _____	<b>No. of 3/4 Baths</b> _____
<b>No. of 1/2 Upper Baths</b> _____	<b>No. of 1/2 Main Baths</b> _____	<b>No. of 1/2 Lower Baths</b> _____	<b>No. of 1/2 Baths</b> _____

**SCHOOL / COMMUNITY**

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

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

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

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

INITIALS:

\_\_\_\_\_  
Lessor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lessor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Broker

\_\_\_\_\_  
Date

**Listing Address:**

**LAG #**

**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:

\_\_\_\_\_  
Lessor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lessor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Broker

\_\_\_\_\_  
Date