

* Area/Tract: _____

MLS # _____

* All fields marked with an asterisk (*) and **Bold Text** are required.

STANDARD INFO	1 * TYPE: <input type="checkbox"/> Single Family <input type="checkbox"/> Attached Single Family <input type="checkbox"/> Detached Condo <input type="checkbox"/> Attached Condo 2 * County: _____ 3 * Subdivision: _____ * Listing Price \$: _____ 4 * Address: _____ Street # St. Dir. * Street Name * Street Type Additional Street # _____ 5 * City: _____ * State: _____ * ZIP: _____ 6 Lockbox Serial Number: _____	* STATUS <input type="checkbox"/> Active <input type="checkbox"/> Coming Soon Activation Date: _____ <input type="checkbox"/> Pending (No Showings) <input type="checkbox"/> Pending Continue to Show <input type="checkbox"/> Sold <input type="checkbox"/> Auction <input type="checkbox"/> FNOE
	7 * Conversion: <input type="checkbox"/> Yes <input type="checkbox"/> No * Condo Project: _____ Unit #: _____ 8 Unit Entry Level: _____ Unit Style: <input type="checkbox"/> 1 Level <input type="checkbox"/> 2 Levels <input type="checkbox"/> 3+ Levels * Building Style: <input type="checkbox"/> 1 Story <input type="checkbox"/> 2 Stories <input type="checkbox"/> 3 Stories <input type="checkbox"/> 4+ Stories 9 Additional Fees: <input type="checkbox"/> Yes <input type="checkbox"/> No Elevator Served: <input type="checkbox"/> Yes <input type="checkbox"/> No * Pets Allowed: <input type="checkbox"/> Yes <input type="checkbox"/> No * Rental Allowed: <input type="checkbox"/> Yes <input type="checkbox"/> No	
CONDO	10 * Directions to Property: _____ 11 * Parcel#/Tax ID: _____ Add'l Parcel ID's: _____ 12 * Abbrev. Parcel Description: _____ 13 * Annual Taxes: _____ * Tax Year: _____ 14 * Age 55+ Development: <input type="checkbox"/> Yes <input type="checkbox"/> No Development Name: _____ 15 * Year Built: _____ Year Built Source: <input type="checkbox"/> County Records <input type="checkbox"/> Owner of Record <input type="checkbox"/> Unable To Verify Actual Age 16 * Reposessed: <input type="checkbox"/> Yes <input type="checkbox"/> No * Disclosed Short Sale: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Possible RELO: <input type="checkbox"/> Yes <input type="checkbox"/> No 17 * Style: <input type="checkbox"/> 1 ½ Story <input type="checkbox"/> 2 Story <input type="checkbox"/> 3+ Stories <input type="checkbox"/> A-Frame <input type="checkbox"/> Bi-Level/Side Split <input type="checkbox"/> Bungalow <input type="checkbox"/> Craftsman <input type="checkbox"/> Front-to-Back Split <input type="checkbox"/> Other Style <input type="checkbox"/> Quad-Level <input type="checkbox"/> Raised Ranch <input type="checkbox"/> Ranch <input type="checkbox"/> Split Foyer <input type="checkbox"/> Tri-Level 18 * New Construction: <input type="checkbox"/> Yes <input type="checkbox"/> No Construction Status: <input type="checkbox"/> Construction Complete <input type="checkbox"/> To Be Built <input type="checkbox"/> Under Construction 19 Zoning: _____ * 100 Year Flood Plain: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown 20 * Seller Operating Recording Devices: <input type="checkbox"/> Audio <input type="checkbox"/> Audio & Video <input type="checkbox"/> Video <input type="checkbox"/> None 21 * Mand. Assoc. Mthly Fee: <input type="checkbox"/> Yes <input type="checkbox"/> No * Mthly Assoc. Fee \$: _____ * Mand. Assoc. Ann. Fee: <input type="checkbox"/> Yes <input type="checkbox"/> No * Annual Assoc. Fee \$: _____ 22 Lake: _____ Elementary School: _____ 23 Middle School: _____ * High School/School District: _____ 24 Owner Name: _____ Owner Phone: _____ 25 Owner Name 2: _____ Owner Phone 2: _____ 26 * Agent Owned: <input type="checkbox"/> Yes <input type="checkbox"/> No * Agent Related to Owner: <input type="checkbox"/> Yes <input type="checkbox"/> No * Agent Is Designated Managing Broker: <input type="checkbox"/> Yes <input type="checkbox"/> No 27 * Approx. Lot Dimensions: _____ Approx. # of Acres: _____ Water Frontage (Linear Feet): _____ 28 * List Agent: _____ List Team: _____ 29 Appt. Phone: _____ 30 Co-List Agent: _____ Other List Agent: _____ 31 * Listing Type: <input type="checkbox"/> Exclusive Agency <input type="checkbox"/> Exclusive Right to Sell <input type="checkbox"/> Exclusive Right to Sell With Exemption(s) <input type="checkbox"/> Comp Only 32 * Include on Internet: <input type="checkbox"/> Yes <input type="checkbox"/> No * IDX Include: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes-Without Address * Include Internet Address: <input type="checkbox"/> Yes <input type="checkbox"/> No 33 * Include Internet AVM: <input type="checkbox"/> Yes <input type="checkbox"/> No * Include Internet Comments: <input type="checkbox"/> Yes <input type="checkbox"/> No * Include REALTOR.com: <input type="checkbox"/> Yes <input type="checkbox"/> No 34. Virtually Staged: <input type="checkbox"/> Yes <input type="checkbox"/> No 35 * Seller is displaying a "For Sale By Owner" or other sign or notice indicating the Seller is soliciting direct contact from Buyers: <input type="checkbox"/> Yes <input type="checkbox"/> No 36 * List Date: _____ * Expiration Date: _____	

37 Unbranded Virtual Tour (URL – include http://): _____
 38 Unbranded Virtual Tour #2 (URL – include http://): _____
 39 Branded Virtual Tour (URL – include http://): _____
 40 Branded Virtual Tour #2 (URL – include http://): _____
 41 Also Reference MLS #: _____

42 * # Bedrooms: _____ * # Fireplaces: _____
 43 # Full Baths: Basement: _____ (1) Lower: _____ (1) Main: _____ (1) Upper: _____ (1) 3rd Floor: _____ (1) Add'l: _____ (1)
 44 # ½ Baths: Basement: _____ (1) Lower: _____ (1) Main: _____ (1) Upper: _____ (1) 3rd Floor: _____ (1) Add'l: _____ (1)

45 **LEVEL:** Additional (A), Basement (B), Lower (L), Main (M), Upper (U), 3rd Floor (3). **FLOORING:** Carpet (C), Hardwood (W), Laminate (L), Luxury Vinyl Plank (LV), Other (O), Tile (T), Vinyl (V).

FINISHED ROOMS	Length (2) FT / IN	Width (2) FT / IN	Level	Flooring	FINISHED ROOMS	Length (2) FT / IN	Width (2) FT / IN	Level	Flooring
Living Room					* Kitchen				
Family Room					Den / Office				
Great Room					Rec Room				
DR Formal					Laundry				
DR Informal									

FINISHED ROOMS	Length (2) FT / IN	Width (2) FT / IN	Level	Flooring	Egress Window MINIMUM 20x24 ADD INFO	* Bedroom Bath	Bedroom Bath Size * (Private or Shared)
* Bedroom 1					* <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> None <input type="checkbox"/> Private <input type="checkbox"/> Shared	<input type="checkbox"/> ½ Bath <input type="checkbox"/> Full Bath
Bedroom 2					* <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> None <input type="checkbox"/> Private <input type="checkbox"/> Shared	<input type="checkbox"/> ½ Bath <input type="checkbox"/> Full Bath
Bedroom 3					* <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> None <input type="checkbox"/> Private <input type="checkbox"/> Shared	<input type="checkbox"/> ½ Bath <input type="checkbox"/> Full Bath
Bedroom 4					* <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> None <input type="checkbox"/> Private <input type="checkbox"/> Shared	<input type="checkbox"/> ½ Bath <input type="checkbox"/> Full Bath
Bedroom 5					* <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> None <input type="checkbox"/> Private <input type="checkbox"/> Shared	<input type="checkbox"/> ½ Bath <input type="checkbox"/> Full Bath

ADDITIONAL FINISHED ROOMS	Description	Length (2) FT / IN	Width (2) FT / IN	Level	Flooring
Additional Room 1					
Additional Room 2					

GARAGE	Length (2) FT / IN	Width (2) FT / IN	* # Cars	* # Garage Door Remotes
* Garage: <input type="checkbox"/> Yes <input type="checkbox"/> No				

46 * Finished Lower Level SQFT: _____ * Total Lower Level SQFT: _____
 47 * Finished Main Level SQFT: _____ * Finished Upper Level SQFT: _____ * 3rd Floor Level SQFT: _____
 48 * Finished Add'l Living SQFT: _____ * Finished Basement SQFT: _____ * Total Basement SQFT: _____
 49 Utilities On: ☐ Yes ☐ No Utility Company: _____ Zoned Agricultural: ☐ Yes ☐ No

Includes Lot Ownership
 50 * Mobile Home: ☐ Yes ☐ No * Manufacturer: _____ * Model: _____ * MH Length: _____ * MH Width: _____



PROPERTY FORM

MLS # _____

[illegible]

Residential / Condo / Zero Lot Line / Townhouse / Mobile Home With Land

FEATURES: Select All That Apply.

MLS # _____

<p>A. CONSTRUCTION TYPE</p> <ol style="list-style-type: none"> Block Earth Berm Frame Log Mfg-Double/Triple Wide Mfg-Single Wide Modular Pole Building/Post Frame Steel Stud Townhouse Unknown Villa Other <p>B. EXTERIOR (R)</p> <ol style="list-style-type: none"> Aluminum Siding Asbestos Siding Brick Brick / Partial Cedar Cement Composition Siding Concrete EIFS Fiberboard Log Other Exterior Steel Siding Stone Stucco Vinyl Siding Wood Siding <p>C. ROOFING (R)</p> <ol style="list-style-type: none"> Cement Composition Rolled Metal Other Roofing Rubber Shake Shingles Slate Tar & Gravel Tile <p>D. GARAGE/PARKING (R)</p> <ol style="list-style-type: none"> Alley Attached Carport Curbs & Gutters Detached Easement Gravel Guest Parking Heated On Street Parking Oversized Parking Garage Parking Slab Paved Private Road Shared Access Shared Drive Shared Garage Side Load Tandem Under Other <p>E. LOWER LEVEL (R)</p> <ol style="list-style-type: none"> Daylight Egress Window Finished Full Partial Partially Finished Unfinished Walkout None <p>F. BASEMENT (R)</p> <ol style="list-style-type: none"> Cellar Crawl Space Daylight Egress Window Finished Full 	<p>F. BASEMENT (R) CONT.</p> <ol style="list-style-type: none"> Partial Partially Finished Unfinished Walk Out None <p>G. FOUNDATION</p> <ol style="list-style-type: none"> Block Brick Concrete Piers Poured Slab Stone <p>H. HEATING/COOLING (R)</p> <p><u>Fuel</u></p> <ol style="list-style-type: none"> Electric Gas Geo Thermal Oil Propane Solar Wood Other Fuel <p><u>Cooling</u></p> <ol style="list-style-type: none"> 2+ Cool System Central Air Electronic Air Cleaner Wall Units Whole House Fan Window Units No Cooling Other <p><u>Mechanics</u></p> <ol style="list-style-type: none"> 2+ Heat System Baseboard Forced Air Generator Gravity Heat Pump Hot Water Humidifier Propane Tank/Leased Propane Tank/Owned Radiant Space Heater / Gas Blower Tankless Water Heater Water Heater Electric Water Heater Gas Zoned Other Mechanics None <p>I. WATER / SEWER (R)</p> <ol style="list-style-type: none"> Aerator/Aerobic Cistern Community Sewer System Community Water System Ejector Pump Lagoon Mill Creek No Sewer No Water Other Water/Sewer Private Well Public Sewer Public Water Septic System Sewer Not Connected Shared Well Sump Pump Sump Pump Hole Water Not Connected <p>J. KITCHEN / DINING (R)</p> <ol style="list-style-type: none"> Breakfast Bar Dining Formal Dining Informal Dining/Living Combo Eat-In Kitchen Galley Island Other Kitchen / Dining Pantry 	<p>K. APPLIANCES</p> <ol style="list-style-type: none"> Dishwasher Disposal Dryer Hood / Fan Microwave Oven Other Appliances Range / Oven Refrigerator Trash Compactor Washer Water Filtration System Water Softener / Owned Water Softener / Rented None <p>L. ADA FEATURES</p> <ol style="list-style-type: none"> Doors Elevator Emergency Intercom Handicap Access Handicap Convertible Kitchen Modification Level Other Bath Modifications Ramped Main Level Roll-In Shower Smart Technology Wheelchair Wide Doorways Wide Hallways Zero Step Entry <p>M. INTERIOR AMENITIES</p> <ol style="list-style-type: none"> Air Purifier Antenna Attic Storage Blinds Built In Bar Cable TV Available Ceiling Fans Ceiling / Cathedral / Vault / Tray Central Vac Attachments Central Vacuum Foyer 2 Story Garage Door Openers Garden Tub High Speed Internet Avail Hot Tub In-Law Quarters Intercom Jetted Tub Pool Indoor Radon Mitigation System Sauna Security System Available Skylights Solid Surface Counter Top Surround Sound Wiring Wet Bar Window Coverings <p>N. EXTERIOR AMENITIES</p> <ol style="list-style-type: none"> Accessory Dwelling Unit Boat Dock Boat House Boat Lift Deck Fenced Yard Greenhouse Hot Tub Irrigation System Lean-To Outbuilding(s) Patio Pole Barn Pond Pool Above Ground Pool In Ground Porch Porch / 3 Season Porch / Screened Replacement Windows Shed 	<p>O. FIREPLACE</p> <p><u>Style/Features</u></p> <ol style="list-style-type: none"> Electric Free Standing Gas Logs Gas Lighter Inoperable Insert Multi-Sided Wood Burning Stove Wood Burning <p><u>Location</u></p> <ol style="list-style-type: none"> Den / Office Family Room Great Room Kitchen Living Room Master Bedroom Recreation Room Other Fireplace <p>P. LOT DESCRIPTION (R)</p> <ol style="list-style-type: none"> Agricultural Corner Creek Cul-de Sac Dead End Extra Lot Fruit Trees Golf Course Frontage Golf Course View Lake View Lake/Pond Level Other Lot Description Pasture Ravine River View Sea Wall Sloping Terraced Water Frontage Wooded <p>Q. ROAD / ACCESS</p> <ol style="list-style-type: none"> Alley Curbs & Gutters Easement Gravel Other Road Access Paved Private Road Shared Access <p>R. ASSOC. FEE INCLUDES</p> <ol style="list-style-type: none"> Activities Cable TV Clubhouse Ext/Cmn Area Repair & Maint Insurance/Common Area Insurance/Structure Irrigation Lake Rights Landscaping Lawn Maintenance / Well Maintenance / Grounds Maintenance / Road Manager On-Site Other Fee Includes Playground Pool Recreation Facility Security Snow Removal Storage Assigned Taxes/Common Area Tennis Court(s) Trash Collection Utilities (See Remarks) 	<p>S. POSSIBLE FINANCING</p> <ol style="list-style-type: none"> Assumption Cash Contract For Deed Conventional FHA Other Financing Rural Dev/USDA Trade / Exchange VA <p>T. INFO ON FILE (R)</p> <ol style="list-style-type: none"> Aerial View Assoc. Articles & Bylaws Historic Information Home Warranty Legal Description Other Info on File Party Wall Agreement Plat In Office Pre-Inspection Report Private Road Agreement Restrictions / Covenants Roof Agreement Survey Tenant Lease(s) TOPO Map Well Agreement None <p>U. SHOWING INSTR. (R)</p> <ol style="list-style-type: none"> 24-Hour Notice Alarm Appointment Required Call Listing Office Call Owner Combination Box Electronic Keybox/Keysafe Key in Office List Agent Must Be Present No Sign On Property Other Showing Instruction Pets Showing Time Tenant Occupied Text/Call Listing Agent <p>V. HIGH EFFICIENCY FEATURES</p> <ol style="list-style-type: none"> ES Appliances ES Construction Geo Thermal High Efficiency Air Conditioning High Efficiency Heating High Efficiency Water Heater Other High Efficiency Solar Assisted Water Heater Spray Foam <p>W. TAX EXEMPTIONS (R)</p> <ol style="list-style-type: none"> Disability Homestead Improvement Homestead/Owner Occupied Natural Disaster Senior Freeze Senior Homestead Veterans Disability None Other Tax Exemption <p>X. OWNER INFO</p> <ol style="list-style-type: none"> Estate Investor Owned Owner Occupied Tenant's Rights Trust Vacant
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Owner's Signature

Owner's Signature

Date

The information contained herein is deemed reliable but not guaranteed.