

* Area/Tract: _____

MLS # _____

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

STANDARD INFO

1 * **TYPE**: ☐ Single Family ☐ Apartment / Condo ☐ Duplex * **County**: _____
2 * **Subdivision**: _____ * **Lease Price \$**: _____ / MO
3 * **Deposit Amount \$**: _____ Credit Check: ☐ Yes ☐ No Amt: \$ _____
4 Application Fee: ☐ Yes ☐ No Amt: \$ _____
5 * **Address**: _____
Street # _____ St. Dir. _____ * **Street Name** _____ * **Street Type** _____
6 Additional Street #: _____ Unit #: _____ Unit Entry Level #: _____
7 * **City**: _____ * **State**: _____ * **ZIP**: _____
8 Lockbox Serial Number: _____

*** STATUS**

- ☐ Active
☐ Coming Soon
Activation Date: _____
☐ Pending (No Showings)
☐ Pending Continue to Show
☐ Sold
☐ Auction
☐ FNOE

GENERAL INFORMATION

9 * **Style**: ☐ 1 Story ☐ 2+ Story ☐ Apt. Bldg. ☐ Conversion ☐ Other Style ☐ Side-By-Side * **Condo Project**: _____
10 * **Directions to Property**: _____
11 Lake: _____
12 * **Available By**: _____ Elementary School: _____
13 Middle School: _____ * **High School/School District**: _____
14 Owner Name: _____ Owner Phone: _____
15 Owner Name 2: _____ Owner Phone 2: _____
16 * **Agent Owned**: ☐ Yes ☐ No * **Agent Related to Owner**: ☐ Yes ☐ No * **Agent is Designated Managing Broker**: ☐ Yes ☐ No
17 * **Age 55+ Development**: ☐ Yes ☐ No Development Name: _____
18 * **Elevator Served**: ☐ Yes ☐ No College Rental: ☐ Yes ☐ No Terms: _____
19 # Bedrooms: _____ * **Total SQ FT**: _____

FINISHED ROOMS	* Bedroom Bath	Bedroom Bath Size * (Private or Shared)
* Bedroom 1	<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"/> None <input type="checkbox"/> Private <input type="checkbox"/> Shared	<input type="checkbox"/> ½ Bath <input type="checkbox"/> Full Bath
Bedroom 3	<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"/> None <input type="checkbox"/> Private <input type="checkbox"/> Shared	<input type="checkbox"/> ½ Bath <input type="checkbox"/> Full Bath
Bedroom 5	<input type="checkbox"/> None <input type="checkbox"/> Private <input type="checkbox"/> Shared	<input type="checkbox"/> ½ Bath <input type="checkbox"/> Full Bath

20 # Full Baths: Basement: _____ (1) Lower: _____ (1) Main: _____ (1) Upper: _____ (1) 3rd Floor: _____ (1) Add'l: _____ (1)
21 # ½ Baths: Basement: _____ (1) Lower: _____ (1) Main: _____ (1) Upper: _____ (1) 3rd Floor: _____ (1) Add'l: _____ (1)
22 * **Laundry**: ☐ Private ☐ Common ☐ None * **# Cars**: _____ * **Pets Allowed**: ☐ Yes ☐ No * **Pet Deposit \$**: _____ * **Smoking**: ☐ Yes ☐ No
23 * **List Agent**: _____ List Team: _____ Appt. Phone: _____
24 Co-List Agent: _____ Other List Agent: _____
25 * **Exclusive Right to Lease**: ☐ Yes ☐ No * **Exclusive Agency**: ☐ Yes ☐ No
26 Virtually Staged: ☐ Yes ☐ No _____
27 * **Seller is displaying a "For Sale / For Rent By Owner" or other sign or notice indicating the Seller is soliciting direct contact from Buyers**: ☐ Yes ☐ No
28 * **Include on Internet**: ☐ Yes ☐ No * **IDX Include**: ☐ Yes ☐ No ☐ Yes-Without Address * **Include Internet Address**: ☐ Yes ☐ No
29 * **Include Internet AVM**: ☐ Yes ☐ No * **Include Internet Comments**: ☐ Yes ☐ No * **Include REALTOR.com**: ☐ Yes ☐ No
30 Unbranded Virtual Tour (URL – include http://): _____
31 Unbranded Virtual Tour #2 (URL – include http://): _____
32 Branded Virtual Tour (URL – include http://): _____
33 Branded Virtual Tour #2 (URL – include http://): _____
34 * **List Date**: _____ * **Expire Date**: _____
35 Also Reference MLS #: _____ * **Seller Operating Recording Devices**: ☐ Audio ☐ Audio & Video ☐ Video ☐ None

FEATURES: Select All That Apply.

MLS # _____

REMARKS

36 Public Remarks (1500): _____

37 Agent Remarks (800): _____

A. GARAGE/PARKING (R)

1. Alley
2. Assigned
3. Attached
4. Carport
5. Detached
6. Guest Parking
7. On-Street Parking
8. Other Garage / Parking
9. Oversized
10. Parking Garage
11. Parking Slab
12. Shared Garage
13. Tandem
14. Under

B. TENANT RESPONSIBLE FOR

1. All Utilities
2. Electric Only
3. Garbage Collection
4. Gas Only
5. Gas & Electric
6. Lawn Care
7. No Utilities
8. Sewer
9. Snow Removal
10. Water
11. Tenant Pays Other

C. INTERIOR AMENITIES

1. Additional Storage
2. Air Purifier
3. Antenna
4. Attic Storage
5. Blinds
6. Built In Bar
7. Cable TV Available
8. Ceiling Fans
9. Ceiling / Cathedral / Vault / Tray
10. Central Vacuum
11. Foyer 2 Story
12. Furnished
13. Garage Door Openers
14. Garden Tub
15. Handicap Facility
16. High Speed Internet Available
17. Hot Tub
18. In Law Quarters
19. Intercom
20. Jetted Tub
21. Pool Indoor
22. Radon Mitigation System
23. Rec Room
24. Sauna
25. Security System Available
26. Skylights
27. Solid Surface Countertop
28. Surround Sound Wiring
29. Wet Bar
30. Window Coverings

D. BASEMENT (R)

1. Cellar
2. Crawl Space
3. Daylight
4. Egress Window
5. Finished
6. Full
7. Partial
8. Partially Finished
9. Unfinished
10. Walk Out
11. None

E. FOUNDATION

1. Block
2. Brick
3. Concrete
4. Piers
5. Poured
6. Slab
7. Stone

F. HEATING/COOLING (R)

- Fuel
1. Electric
2. Gas
3. GeoThermal
4. Oil
5. Propane
6. Solar
7. Wood
8. Other Fuel
- Cooling
9. 2+ Cool System
10. Central Air
11. Electronic Air Cleaner
12. Wall Units
13. Whole House Fan
14. Window Units
15. No Cooling
16. Other
- Mechanics
17. 2+ Heat System
18. Baseboard
19. Forced Air
20. Generator
21. Gravity
22. Heat Pump
23. Hot Water
24. Humidifier
25. Propane Tank/Leased
26. Propane Tank/Owned
27. Radiant
28. Space Heater / Gas Blower
29. Tankless Water Heater
30. Water Heater Electric
31. Water Heater Gas
32. Zoned
33. Other Mechanics
34. None

G. WATER / SEWER (R)

1. Aerator/Aerobic
2. Cistern
3. Community Sewer System
4. Community Water System
5. Ejector Pump
6. Lagoon
7. Mill Creek
8. No Sewer
9. No Water
10. Other Water/Sewer
11. Private Well
12. Public Sewer
13. Public Water
14. Septic System
15. Sewer Not Connected
16. Shared Well
17. Sump Pump
18. Sump Pump Hole
19. Water Not Connected

H. APPLIANCES

1. Dishwasher
2. Disposal
3. Dryer
4. Hood / Fan
5. Microwave Oven
6. Other Appliances
7. Range / Oven
8. Refrigerator
9. Trash Compactor
10. Washer
11. Water Filtration System
12. Water Softener / Owned
13. Water Softener / Rented

I. ADA FEATURES

1. Doors
2. Elevator
3. Emergency Intercom
4. Handicap Access
5. Handicap Convertible
6. Kitchen Modification
7. Level
8. Other Bath Modifications
9. Ramped Main Level
10. Roll-In Shower
11. Smart Technology
12. Wheelchair
13. Wide Doorways
14. Wide Hallways
15. Zero Step Entry

J. SHOWING INSTR. (R)

1. 24-Hour Notice
2. Alarm
3. Appointment Required
4. Call Listing Office
5. Call Owner
6. Combination Box
7. Electronic Keybox
8. Key in Office
9. List Agent Must Be Present
10. No Sign on Property
11. Other Showing Instructions
12. Pets
13. Showing Time
14. Tenant Occupied
15. Text/Call Listing Agent

Seller's Signature

Seller's Signature

Date

The information contained herein is deemed reliable but not guaranteed.