

\* Area/Tract: \_\_\_\_\_

MLS # \_\_\_\_\_

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

STANDARD INFO

GENERAL INFORMATION

1 * <b>County</b> :	* <b>Listing Price \$</b> :			* <b>STATUS</b>	
2 * <b>Address</b> :	Street #	St. Dir.	* <b>Street Name</b>	* <b>Street Type</b>	<input type="checkbox"/> Active <input type="checkbox"/> Auction <input type="checkbox"/> FNOE <input type="checkbox"/> Coming Soon Activation Date: _____ <input type="checkbox"/> Pending (No Showings) <input type="checkbox"/> Pending Continue to Show <input type="checkbox"/> Sold
3 Additional Street #:	* <b>City</b> :				
4 * <b>State</b> :	* <b>ZIP</b> :				
5 Lot / Unit #:	Lockbox Serial Number:				
6 * <b>Development / Park</b> :					* <b>Age 55+ Development</b> : <input type="checkbox"/> Yes <input type="checkbox"/> No
7 Manager's Name:		Manager's Contact Number:			
8 Manager's Approval Required: <input type="checkbox"/> Yes <input type="checkbox"/> No		Mobile Home Can Be Relocated: <input type="checkbox"/> Yes <input type="checkbox"/> No			
9 * <b>Directions to Property</b> :					
10 * <b>Annual Taxes</b> :		* <b>Tax Year</b> :			
11 * <b>Year Built</b> :		Year Built Source: <input type="checkbox"/> Owner of Record <input type="checkbox"/> Title <input type="checkbox"/> Unable To Verify Actual Age			
12 * <b>Manufacturer</b> :		* <b>Model</b> :			
13 Style: <input type="checkbox"/> Single Wide <input type="checkbox"/> Double Wide <input type="checkbox"/> Triple Wide		VIN: _____			
14 * <b>Repossessed</b> : <input type="checkbox"/> Yes <input type="checkbox"/> No		* <b>Disclosed Short Sale</b> : <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Possible			
15 * <b>Seller Operating Recording Devices</b> : <input type="checkbox"/> Audio <input type="checkbox"/> Audio & Video <input type="checkbox"/> Video <input type="checkbox"/> None					
16 RV Parking Fee:		* <b>Assessment/Lot Fee \$</b> :		Fee Description:	
17 Lake:		Elementary School:			
18 Middle School:		* <b>High School/School District</b> :			
19 Owner Name:		Owner Phone:			
20 Owner Name 2:		Owner Phone 2:			
21 * <b>Agent Owned</b> : <input type="checkbox"/> Yes <input type="checkbox"/> No		* <b>Agent Related To Owner</b> : <input type="checkbox"/> Yes <input type="checkbox"/> No		* <b>Agent Is Designated Managing Broker</b> : <input type="checkbox"/> Yes <input type="checkbox"/> No	
22 * <b>List Agent</b> :		List Team:			
23 Appt. Phone:					
24 Co-List Agent:		Other List Agent:			
25 * <b>Listing Type</b> : <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					
26 * <b>Include on Internet</b> : <input type="checkbox"/> Yes <input type="checkbox"/> No		* <b>IDX Include</b> : <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes-Without Address		* <b>Include Internet Address</b> : <input type="checkbox"/> Yes <input type="checkbox"/> No	
27 * <b>Include Internet AVM</b> : <input type="checkbox"/> Yes <input type="checkbox"/> No		* <b>Include Internet Comments</b> : <input type="checkbox"/> Yes <input type="checkbox"/> No		* <b>Include REALTOR.com</b> : <input type="checkbox"/> Yes <input type="checkbox"/> No	
28 Virtually Staged: <input type="checkbox"/> Yes <input type="checkbox"/> No					
29 * <b>Seller is displaying a "For Sale By Owner" or other sign or notice indicating the Seller is soliciting direct contact from Buyers</b> : <input type="checkbox"/> Yes <input type="checkbox"/> No					
30 * <b>List Date</b> :		* <b>Expire Date</b> :			
31 Unbranded Virtual Tour (URL – include http://): _____					
32 Unbranded Virtual Tour #2 (URL – include http://): _____					
33 Branded Virtual Tour (URL – include http://): _____					
34 Branded Virtual Tour #2 (URL – include http://): _____					
35 Also Reference MLS #: _____					
36 * <b># Bedrooms</b> :		* <b># Fireplaces</b> :			
37 # Full Baths:		# ½ Baths:			



**MLS #** \_\_\_\_\_

REMARKS

[illegible]

<i><b>FINISHED ROOMS</b></i>	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

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

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

39 \* **Finished Main Level SQFT:** \_\_\_\_\_ **Utilities On:** ☐ Yes ☐ No **Utility Company:** \_\_\_\_\_

40 Public Remarks (1500 characters):

41 Agent Remarks (800 characters): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FEATURES: Select All That Apply.**

**MLS #** \_\_\_\_\_

**A. EXTERIOR (R)**

1. Aluminum Siding
2. Asbestos Siding
3. Brick
4. Brick / Partial
5. Cedar
6. Cement
7. Composition Siding
8. Concrete
9. EIFS
10. Fiber
11. Log
12. Other Exterior
13. Steel Siding
14. Stone
15. Stucco
16. Vinyl Siding
17. Wood Siding

**B. ROOFING (R)**

1. Cement
2. Composition Rolled
3. Metal
4. Other Roofing
5. Rubber
6. Shake
7. Shingles
8. Slate
9. Tar & Gravel
10. Tile

**C. GARAGE/PARKING (R)**

1. Alley
2. Attached
3. Carport
4. Curbs & Gutters
5. Detached
6. Easement
7. Gravel
8. Guest Parking
9. Heated
10. On Street Parking
11. Oversized
12. Parking Garage
13. Parking Slab
14. Paved
15. Private Road
16. Shared Access
17. Shared Drive
18. Shared Garage
19. Side Load
20. Tandem
21. Under
22. Other

**D. SKIRTING**

1. Aluminum
2. Block
3. Concrete
4. Other See Remarks
5. Siding
6. Steel
7. Unknown
8. Vinyl
9. None

**E. BASEMENT (R)**

1. Cellar
2. Crawlspace
3. Daylight
4. Egress Window
5. Finished
6. Full
7. Partial
8. Partial Finished
9. Unfinished
10. Walkout
11. None

**F. FOUNDATION**

1. Block
2. Brick
3. Concrete
4. FHA Approved

5. Permanent
6. Pier/Pier Jacks
7. Poured
8. Quack Bracing
9. Slab
10. Stone
11. Tie Down
12. None
13. Other

**G. HEATING/COOLING (R)**

- Fuel
  1. Electric
  2. Gas
  3. Geo Thermal
  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 Unit(s)
  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

**H. 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

**I. 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
14. None

**J. INTERIOR AMENITIES**

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

**K. EXTERIOR AMENITIES**

1. Boat Dock
2. Boat House
3. Boat Lift
4. Deck
5. Fenced Yard
6. Greenhouse
7. Hot Tub
8. Irrigation System
9. Lean-To
10. Outbuilding(s)
11. Patio
12. Pole Barn
13. Pond
14. Pool Above Ground
15. Pool In Ground
16. Porch
17. Porch / 3 Season
18. Porch / Screened
19. Replacement Windows
20. Shed
21. Zero Step Entry

**L. FIREPLACE**

- Style/Features
  1. Electric
  2. Free Standing
  3. Gas Logs
  4. Gas Lighter
  5. Inoperable
  6. Insert
  7. Multi-Sided
  8. Wood Burning Stove
  9. Wood Burning
- Location
  10. Den / Office
  11. Family Room
  12. Great Room
  13. Kitchen
  14. Living Room

15. Master Bedroom
16. Recreation Room
17. Other Fireplace

**M. LOT DESCRIPTION (R)**

1. Agricultural
2. Corner
3. Creek
4. Cul-de Sac
5. Dead End
6. Extra Lot
7. Fruit Trees
8. Golf Course Frontage
9. Golf Course View
10. Lake View
11. Lake/Pond
12. Level
13. Other Lot Description
14. Pasture
15. Ravine
16. River View
17. Sea Wall
18. Sloping
19. Terraced
20. Water Frontage
21. Wooded

**N. ROAD / ACCESS**

1. Alley
2. Curbs & Gutters
3. Easement
4. Gravel
5. Other Road / Access
6. Paved
7. Private Road
8. Shared Access

**O. MONTHLY FEE INCLUDES**

1. Activities
2. Cable TV
3. Clubhouse
4. Ext/Cmn Area Repair & Maint
5. Insurance/Common Area
6. Insurance/Structure
7. Irrigation
8. Lake Rights
9. Landscaping
10. Lawn
11. Maintenance / Well
12. Maintenance / Grounds
13. Maintenance / Road
14. Manager On-Site
15. Other Fee Includes
16. Playground
17. Pool
18. Recreation Facility
19. Security
20. Snow Removal
21. Storage Assigned
22. Taxes/Common Area
23. Tennis Court(s)
24. Trash Collection
25. Utilities (See Remarks)

**P. POSSIBLE FINANCING**

1. Assumption
2. Cash
3. Contract For Deed
4. Conventional
5. FHA
6. Other Financing
7. Rural Dev./USDA
8. Trade / Exchange
9. VA

**Q. INFO ON FILE (R)**

1. Aerial View
2. Assoc. Articles & Bylaws
3. Historic Information
4. Home Warranty
5. Legal Description
6. Other Info on File
7. Party Wall Agreement
8. Plat In Office
9. Pre-Inspection Report
10. Private Road Agreement
11. Roof Agreement
12. Restrictions / Covenants
13. Survey
14. Tenant Lease(s)
15. TOPO Map
16. Well Agreement
17. None

**R. 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/Keysafe
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

**S. HIGH EFFICIENCY FEATURES**

1. ES Appliances
2. ES Construction
3. Geo Thermal
4. High Efficiency Air Conditioning
5. High Efficiency Heating
6. High Efficiency Water Heater
7. Other High Efficiency
8. Solar Assisted Water Heater
9. Spray Foam

**T. 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

**U. OWNER INFORMATION**

1. Estate
2. Investor Owned
3. Owner Occupied
4. Tenants Rights
5. Trust
6. Vacant

Owner's Signature \_\_\_\_\_

Owner's Signature \_\_\_\_\_

Date \_\_\_\_\_

The information contained herein is deemed reliable but not guaranteed.