

**RESIDENTIAL LISTING INPUT SHEET**  
Required Fields are in Red, Bold, and Italicized Text



Property Address: \_\_\_\_\_

Agent Name: \_\_\_\_\_ Date Listed: / / Listing #: \_\_\_\_\_

**County** \_\_\_\_\_ **Parcel ID (APN)** \_\_\_\_\_

**Office ID** \_\_\_\_\_ **Agent ID** \_\_\_\_\_ Co-Office ID \_\_\_\_\_ Co-Agent ID \_\_\_\_\_

Multiple PIN Numbers Yes  No

**Property Subtype**  Condominium  Single Family

MLS Cross Reference \_\_\_\_\_

**Street # - Modifier** \_\_\_\_\_ **Direction** \_\_\_\_\_ **Street Name** \_\_\_\_\_

Suffix \_\_\_\_\_ Post Direction \_\_\_\_\_ Unit # \_\_\_\_\_

**City** \_\_\_\_\_ **Zip** \_\_\_\_\_ **Area** \_\_\_\_\_

Subdiv./Complex \_\_\_\_\_ **School Dist.** \_\_\_\_\_

**Annual Taxes \$** \_\_\_\_\_ **List Price \$** \_\_\_\_\_ **Value Range Price \$** \_\_\_\_\_

Auction Yes  No  Auction Date \_\_\_\_\_ Auction Start Time \_\_\_\_\_ Auction End Time \_\_\_\_\_

\*Compensation Explanation (60 max)

**Buyers Agent Comp** \_\_\_\_\_

Sub Agency Comp \_\_\_\_\_

**Other Compensation**  
(\* required Comp. Explanation)

Bonus  Dual  \*Graduated  
 \*Variable  None  Other

**List Type**  
 Exclusive Right  
 Reserved Prospect  
 Exclusive Agency

**Listing Date** \_\_\_\_\_

**Expiration Date** \_\_\_\_\_

**Ownership**  
 Agent  Bank  Builder  Estate  
 HUD  RE Brokerage  Principal  Resident

**Internet Listing** Show Addr to Clients Yes  No  Show Addr to Public Yes  No  # Bedrooms \_\_\_\_\_

<b>Baths:</b>	Lower	Main	Upper
Full	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Half	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Total**  
Rooms \_\_\_\_\_  
Fireplaces \_\_\_\_\_

**Approx Finished SqFt** \_\_\_\_\_ **Irregular Lot** Yes  No  Lot Size \_\_\_\_\_

not required for Condo

Acres  Sq Ft.

Agent	Owner	Appraiser	Public Record
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>SqFt Src.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Lot Size Src.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Lot Dim.**  
\_\_\_\_\_ X \_\_\_\_\_  
not required for Condo

**Year Built**  
 New Constr.  
 Under Constr.  
 Not Verifiable

**Occupant Type**  
 Owner  
 Tenant  
 Vacant

Stories \_\_\_\_\_

<p><b>Style</b> 3 choices max.</p> <input type="checkbox"/> Bi-Level <input type="checkbox"/> Bungalow <input type="checkbox"/> Cape Cod <input type="checkbox"/> Cluster Home <input type="checkbox"/> Colonial <input type="checkbox"/> Conventional <input type="checkbox"/> Half Duplex <input type="checkbox"/> High-Rise <input type="checkbox"/> Mobile/Manufactured <input type="checkbox"/> Modular <input type="checkbox"/> Multi-Unit Building <input type="checkbox"/> Ranch <input type="checkbox"/> Split Level <input type="checkbox"/> Townhouse <input type="checkbox"/> Tudor <input type="checkbox"/> Victorian <input type="checkbox"/> Villa <input type="checkbox"/> Other <p><b>Dwelling Type</b>  <input type="checkbox"/> Attached  <input type="checkbox"/> Detached</p> <p><b>Basement</b> Yes <input type="checkbox"/> No <input type="checkbox"/></p> <input type="checkbox"/> Common <input type="checkbox"/> Crawl Space <input type="checkbox"/> Finished <input type="checkbox"/> Full <input type="checkbox"/> Partial <input type="checkbox"/> Slab <input type="checkbox"/> Unfinished <input type="checkbox"/> Walk-Out <input type="checkbox"/> None <input type="checkbox"/> Other <p><b>Exterior</b>  <input type="checkbox"/> Aluminum <input type="checkbox"/> Stucco  <input type="checkbox"/> Brick <input type="checkbox"/> Vinyl  <input type="checkbox"/> Cedar <input type="checkbox"/> Wood  <input type="checkbox"/> Log <input type="checkbox"/> Other  <input type="checkbox"/> Stone</p>	<p><b>Roof</b>  <input type="checkbox"/> Asphalt/Fiberglass  <input type="checkbox"/> Rubber  <input type="checkbox"/> Shake  <input type="checkbox"/> Slate  <input type="checkbox"/> Tile  <input type="checkbox"/> Wood Shingles  <input type="checkbox"/> Other</p> <p><b>Fences</b>  <input type="checkbox"/> Chain Link  <input type="checkbox"/> Full  <input type="checkbox"/> Invisible Pet  <input type="checkbox"/> Masonry  <input type="checkbox"/> Partial  <input type="checkbox"/> Privacy  <input type="checkbox"/> Vinyl/Plastic  <input type="checkbox"/> Wood  <input type="checkbox"/> Other</p> <p><b>Garage</b> _____ # of Cars _____  <input type="checkbox"/> Access from Unit  <input type="checkbox"/> Assigned/Reserved  <input type="checkbox"/> Attached  <input type="checkbox"/> Carport(s)  <input type="checkbox"/> Detached  <input type="checkbox"/> Door Opener  <input type="checkbox"/> Drain  <input type="checkbox"/> Electric  <input type="checkbox"/> Heated  <input type="checkbox"/> Other  <input type="checkbox"/> Parking Garage  <input type="checkbox"/> Parking Lot  <input type="checkbox"/> RV/Boat Pad  <input type="checkbox"/> Unit Garage  <input type="checkbox"/> None</p>	<p><b>Driveway</b>  <input type="checkbox"/> Paved  <input type="checkbox"/> Unpaved  <input type="checkbox"/> None</p> <p><b>Lot Description</b>  <input type="checkbox"/> Adjt'l Land Available  <input type="checkbox"/> Beach Front  <input type="checkbox"/> Corner  <input type="checkbox"/> Cul de Sac  <input type="checkbox"/> Dead End Street  <input type="checkbox"/> Dock/Mooring  <input type="checkbox"/> Golf Course Frontage  <input type="checkbox"/> Hillside  <input type="checkbox"/> Horse Property  <input type="checkbox"/> Lake Erie Front  <input type="checkbox"/> Lake Privileges/Acce  <input type="checkbox"/> Leased Land  <input type="checkbox"/> Oil/Gas Well  <input type="checkbox"/> Pond  <input type="checkbox"/> Spring/Creek  <input type="checkbox"/> Water Front  <input type="checkbox"/> Wooded/Treed  <input type="checkbox"/> Other</p> <p><b>Exterior Features</b>  <input type="checkbox"/> Aboveground Pool  <input type="checkbox"/> Barn/Stable  <input type="checkbox"/> Boat House  <input type="checkbox"/> Deck  <input type="checkbox"/> Enclosed Porch  <input type="checkbox"/> Inground Pool  <input type="checkbox"/> Patio  <input type="checkbox"/> Porch  <input type="checkbox"/> Sprinkler/Irrigation  <input type="checkbox"/> Storage Shed/Out Building  <input type="checkbox"/> Other</p>	<p><b>View Description</b>  <input type="checkbox"/> Canyon/Valley  <input type="checkbox"/> City View  <input type="checkbox"/> Golf Course  <input type="checkbox"/> Lake Erie  <input type="checkbox"/> Park  <input type="checkbox"/> Water View  <input type="checkbox"/> Wooded</p> <p><b>House Faces</b>  <input type="checkbox"/> East  <input type="checkbox"/> North  <input type="checkbox"/> Northeast  <input type="checkbox"/> Northwest  <input type="checkbox"/> South  <input type="checkbox"/> Southeast  <input type="checkbox"/> Southwest  <input type="checkbox"/> West</p> <p><b>Public Transportation</b>  <input type="checkbox"/> Yes  <input type="checkbox"/> No</p> <p><b>Amenities</b>  <input type="checkbox"/> Common Facility  <input type="checkbox"/> Exercise Room  <input type="checkbox"/> Golf Available  <input type="checkbox"/> Health Club  <input type="checkbox"/> Laundromat  <input type="checkbox"/> Medical Service  <input type="checkbox"/> Other  <input type="checkbox"/> Park  <input type="checkbox"/> Playground  <input type="checkbox"/> Pool  <input type="checkbox"/> Shopping/Mall  <input type="checkbox"/> Tennis Courts</p>	<p><b>Water/Sewer</b>  <input type="checkbox"/> Cistern  <input type="checkbox"/> Private Sewer  <input type="checkbox"/> Private Water  <input type="checkbox"/> Public Sewer  <input type="checkbox"/> Public Water  <input type="checkbox"/> Septic  <input type="checkbox"/> Well  <input type="checkbox"/> Other</p> <p><b>Heating Type</b>  <input type="checkbox"/> Baseboard  <input type="checkbox"/> Forced Air  <input type="checkbox"/> Geothermal  <input type="checkbox"/> Gravity  <input type="checkbox"/> Heat Pump  <input type="checkbox"/> Hot Water/Steam  <input type="checkbox"/> Radiant  <input type="checkbox"/> Radiators  <input type="checkbox"/> Space Heater(s)  <input type="checkbox"/> Zoned  <input type="checkbox"/> None  <input type="checkbox"/> Other</p> <p><b>Heating Fuel</b>  <input type="checkbox"/> Coal <input type="checkbox"/> Propane  <input type="checkbox"/> Dual <input type="checkbox"/> Solar  <input type="checkbox"/> Electric <input type="checkbox"/> Wood  <input type="checkbox"/> Gas <input type="checkbox"/> None  <input type="checkbox"/> Oil <input type="checkbox"/> Other</p>	<p><b>Cooling Type</b>  <input type="checkbox"/> Attic Fan  <input type="checkbox"/> Central Air  <input type="checkbox"/> Heat Pump  <input type="checkbox"/> Wall Unit(s)  <input type="checkbox"/> Window Unit(s)  <input type="checkbox"/> None  <input type="checkbox"/> Other</p> <p><b>Appliances/Equip</b>  <input type="checkbox"/> Audio System  <input type="checkbox"/> Central Vacuum  <input type="checkbox"/> CO Detector  <input type="checkbox"/> Countertop Range  <input type="checkbox"/> Dishwasher  <input type="checkbox"/> Dryer  <input type="checkbox"/> Electric Air Cleaner  <input type="checkbox"/> Freezer  <input type="checkbox"/> Garbage Disposal  <input type="checkbox"/> Humidifier  <input type="checkbox"/> Microwave  <input type="checkbox"/> Oven  <input type="checkbox"/> Range  <input type="checkbox"/> Refrigerator  <input type="checkbox"/> Security System  <input type="checkbox"/> Smoke Detector  <input type="checkbox"/> Sump Pump  <input type="checkbox"/> Washer  <input type="checkbox"/> Water Softener  <input type="checkbox"/> Whirlpool/Hot Tub</p>
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Fixer Upper  Yes  No **Warranty**  Yes  No **Disability Features**  Yes  No  
 Unit Location  Center  Poolside  End  Other **Unit Floor**  NA  Yes  No **Elevator**

**HOA**  Yes  No \*HOA Name \_\_\_\_\_  
 if HOA is yes the \* are required

\*HOA Fee \_\_\_\_\_ \*HOA Fee Frequency  Annually  Monthly  Quarterly  Semi-Annually

**\*HOA Fee Includes**

Electric  Association Insurance  Security System  
 Air Conditioning  Landscaping  Sewer  
 Exterior Building  Property Management  Snow Removal  
 Garage/Parking  Recreation  Trash Removal  
 Gas  Reserve Fund  Water  
 Heat  Security Staff  Other  
 None

**Restrictions**

Age Restrictions  Pets Allowed  
 Leasing Allowed  Prior Approval-Lease  
 No Pets  Prior Approval-Sale  
 No Signs  Subleasing Allowed  
 Parking Restrictions  None  
 Pet Restrictions  Other

**Financing**

Lease Option  
 Land Contract  
 Mortgage by Seller  
 Assumable Mortgage  
 Short Sale

**Possession**

30 Days or Less  
 Negotiable  
 Time of Transfer  
 Other

**Showing Info**

Call Agent  Call Office  
 Call Seller  Electronic  
 Key in Office  Showing Service \*  
 Other Lockbox

\* Showing Service Phone \_\_\_\_\_

Room Name	Dimension	Flooring												
		Level	Carpet	Ceramic	Laminate	Linoleum	Marble	Parquet	Slate	Vinyl	Wood	Other	Window Treat	Fireplace
Great Room	X													
Living Room	X													
Family Room	X													
Kitchen	X													
Dining Room	X													
Master Bdrm	X													
Bedroom 2	X													
Bedroom 3	X													
Bedroom 4	X													
*	X													
*	X													
*	X													
*	X													
*	X													

**Miscellaneous Rooms**

1st Floor Bath  
 1st Floor Bedroom  
 1st Floor Laundry Room  
 1st Floor Master Bdrm.  
 1st Floor Master Bath  
 1st Floor Utility Room  
 2nd Floor Laundry  
 Add'l Living Suite  
 Bonus Room  
 Dining Area/Dinette  
 Eat-In Kitchen  
 Family/Media Room  
 Formal Dining Room  
 Foyer  
 Great Room  
 Indoor Pool  
 Laundry/Utility Room  
 Library/Study  
 Loft  
 Master Bath  
 Office  
 Office/Computer Room  
 Pantry  
 Rec/Play Room  
 Sun Room  
 Workshop  
 Other

\* Optional Rooms Additional Living Suite Bathroom Bedroom #5 Foyer Laundry Room Library/Study  
 Loft Office Recreation Room Sun Room Utility Room Workshop Other

Showing Information (maximum 60)

\_\_\_\_\_

Directions to Property (maximum 250)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

