

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

**City**                      **State**                      **Zip Code**

**Agent Name:** \_\_\_\_\_ **Date Listed:** \_\_\_\_\_ **Listing Number:** \_\_\_\_\_

*Status <input type="checkbox"/> New	*Property Subtype <input type="checkbox"/> Land <input type="checkbox"/> Residential  <input type="checkbox"/> Multifamily <input type="checkbox"/> Residential Rental  <input type="checkbox"/> Other	*Agent ID _____ *Office ID _____ Co-Agent ID _____ Co-Office ID _____	*Asterisk Denotes Required Field*
*Property Attached <input type="checkbox"/> Yes <input type="checkbox"/> No			

*County _____ *Address# _____ *Direction _____  *Street Name _____ *Street Type _____ Post Direction _____ Unit# _____ *City _____ *State _____ *Zip Code _____ *Parcel # _____ Subdivision _____	*SID <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, *SID Number: _____  Conversion <input type="checkbox"/> Yes <input type="checkbox"/> No
--	--

*List Price _____ *List Date _____ (Date on Listing Agrmnt.) *Expiration Date _____ *Total # of Units _____	*Bedrooms _____ (Conforming Only) *Bathrooms _____ *Garage Spaces _____ *Finished Square Feet _____ # of Acres _____	*Bedrooms Above Grade _____ (Conforming Only) # Parking Spaces _____ # of Stories _____
--	---	--

\*Directions to Property (250) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*New Construction <input type="checkbox"/> Completed (Never Occupied) <input type="checkbox"/> NOT New, Not a Model <input type="checkbox"/> Under Construction Estimated Completion Date _____	*Legal Description (100 Char) _____ _____ _____ * Lot Dimensions (Actual, not Irreg.) (45 Char) _____ _____
---	--

*Non Standard Form <input type="checkbox"/> Yes <input type="checkbox"/> No  *Agent Has Equity <input type="checkbox"/> Yes <input type="checkbox"/> No  *REO (Bank etc owned) <input type="checkbox"/> Yes <input type="checkbox"/> No	*School District _____ Grade School _____ *Jr. High School _____ *High School _____	*Tax Amount <input type="checkbox"/> Partial <input type="checkbox"/> Full *Tax Year _____ Tax Database ID <input type="checkbox"/> CRS Tax - IA <input type="checkbox"/> CRS Tax - NE Tax ID (Auto-filled) *Year Built _____
--	--	--

*Auction Type <input type="checkbox"/> 1. Absolute <input type="checkbox"/> 3. Reserve <input type="checkbox"/> 2. Minimum Bid	Registered Deadline _____ Minimum Bid _____ Auction Date _____ Auction Time _____ Buyer's Premium _____
--	---

Auction Location \_\_\_\_\_ (Where Auction is being held)      Pre-Offers  Yes  No

Online Bidding  Yes  No

REMARKS

These remarks are to only promote the property. Not allowed: Agent name, phone number, etc.

**Public Remarks** (1000 Characters Max) (Syndication Remarks are auto populated) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

These remarks are the ones to be seen by other real estate agents.

**Agent Remarks** (1000 Characters Max) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

These remarks are the ones to be seen by other agents within your firm (including all firm branches).

**Office Only Remarks** (200 Characters Max) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Utilities at Site

- 1. Gas
- 2. Electric
- 3. Oil
- 4. Propane
- 5. Solar
- 6. Water Source
- 7. Wood
- 8. Other
- 9. None

\*HTF. Heating Fuel

- 1. Gas
- 2. Electric
- 3. Oil
- 4. Propane
- 5. Solar
- 6. Water Source
- 7. Wood
- 8. Other
- 9. None

\*Assessment Includes

- 1. Not Applicable
- 2. Ext. Maintenance
- 3. Lawn Care
- 4. Security
- 5. Pool Access
- 6. Club House
- 7. Snow Removal
- 8. Lake
- 9. Insurance
- 10. Tennis
- 11. Common Area Maint.
- 12. Heat
- 13. Air Conditioning
- 14. Water
- 15. Other

Keybox Provided By

- 1. Combo
- 2. Other
- 3. None
- 4. Sentrilock
- 5. Supra

\*Contact Types

- 1. Agent Phone \_\_\_\_\_
- 2. Mobile Phone \_\_\_\_\_
- 3. Agent Office Phone \_\_\_\_\_