

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

City State Zip Code

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

|  |   |   |
|--|---|---|
| *Property Subtype<br><input type="checkbox"/> Multifamily<br><br>*Status<br><input type="checkbox"/> New | *Agent ID _____<br>*Office ID _____<br>Co-Agent ID _____<br>Co-Office ID _____  | *Asterisk Denotes Required Field*<br><br>*SID <input type="checkbox"/> Yes <input type="checkbox"/> No<br>If Yes, SID Number: _____ |
|  | *Photos provided by<br><input type="checkbox"/> Agent <input type="checkbox"/> Photographer <input type="checkbox"/> Seller <input type="checkbox"/> None |   |

|   |  |
|---|--|
| *County _____ *Address# _____ *Direction _____<br>*Street Name _____ *Street Type _____<br>Post Direction _____ Unit# _____ *City _____ *State _____<br>*Zip Code _____ *Parcel # _____<br>*Subdivision _____ | *Basement <input type="checkbox"/> Yes <input type="checkbox"/> No<br>Basement % _____<br>*Walk Out Basement<br><input type="checkbox"/> Yes <input type="checkbox"/> No |
|---|--|

If County or City is not listed, contact GPRMLS Office

|   |   |
|---|---|
| *Listing Price _____<br>*Lot Included in Price <input type="checkbox"/> Yes <input type="checkbox"/> No<br>*List Date _____ (Date on Listing Agrmnt.)<br>*Expiration Date _____ | Protective Covenants <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown<br>Restrictions<br><input type="checkbox"/> Airport Environs Dis <input type="checkbox"/> Capitol Environs Dis<br><input type="checkbox"/> Historic Preservation <input type="checkbox"/> Other <input type="checkbox"/> Planned Unit Development<br>*Special Assessments <input type="checkbox"/> Yes <input type="checkbox"/> No<br>If Yes:<br>*Special Assessment Source _____<br>*Special Assessments Amount _____ |
|---|---|

|  |  |
|--|--|
| *Conversion <input type="checkbox"/> Yes <input type="checkbox"/> No<br>*HOA <input type="checkbox"/> Yes <input type="checkbox"/> No<br>If yes:<br>HOA *Fee _____<br>HOA *Fee Term <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually<br><br>HOA. HOA Includes<br><input type="checkbox"/> 1. Not Applicable <input type="checkbox"/> 12. Heating<br><input type="checkbox"/> 2. Ext Maintenance <input type="checkbox"/> 13. Air Conditioning<br><input type="checkbox"/> 3. Lawn Care <input type="checkbox"/> 14. Water<br><input type="checkbox"/> 4. Security <input type="checkbox"/> 15. Other<br><input type="checkbox"/> 5. Pool Access<br><input type="checkbox"/> 6. Club House<br><input type="checkbox"/> 7. Snow Removal<br><input type="checkbox"/> 8. Lake<br><input type="checkbox"/> 9. Insurance<br><input type="checkbox"/> 10. Tennis<br><input type="checkbox"/> 11. Common Area Mnt | *Legal Description (100 Char)<br>_____<br>_____<br>_____<br>* Lot Dimensions (Actual, not Irreg.) (45 Char)<br>_____<br>*Lot Dimension Source<br><input type="checkbox"/> Assessor <input type="checkbox"/> GIS Calculated <input type="checkbox"/> Measured<br><input type="checkbox"/> Other <input type="checkbox"/> Public Records |
|--|--|

|   |   |
|---|---|
| *Total # of Units _____<br>*# of Parking Spaces _____<br>*Garage Spaces _____<br>*GAR. Garage Type<br><input type="checkbox"/> 1. Attached <input type="checkbox"/> 6. Carport<br><input type="checkbox"/> 2. Detached <input type="checkbox"/> 7. Off Street Park<br><input type="checkbox"/> 3. Built-In <input type="checkbox"/> 8. Heated<br><input type="checkbox"/> 4. Tandem <input type="checkbox"/> 9. None<br><input type="checkbox"/> 5. Underground | Garage Rent (High) _____<br>Garage Rent (Low) _____<br>*# of A/C Units _____<br>*# of Electric Meters _____<br>*# of Fireplaces _____<br>*# of Furnaces _____<br>*# of Gas Meters _____ |
|---|---|

|   |  |   |
|---|--|---|
| <p>*Annual Expense Source</p> <p><input type="checkbox"/> Accountant Provided</p> <p><input type="checkbox"/> Estimated</p> <p><input type="checkbox"/> Limited Info.</p> <p><input type="checkbox"/> Not Available</p> <p><input type="checkbox"/> Other</p> <p><input type="checkbox"/> Owner Provided</p> <p><input type="checkbox"/> Pro Forma Available</p> <p><input type="checkbox"/> Projected</p> <p><input type="checkbox"/> Tax Return</p> | <p>Annual Exp. Year End _____</p> <p>Insurance Expense _____</p> <p>Maintenance Expense _____</p> <p>Management Expense _____</p> <p>Operating Expense _____</p> <p>Other Expenses _____</p> <p>Services Expense _____</p> <p>Utility Expense _____</p> <p>Annual Garage Income _____</p> <p>Annual Laundry Income _____</p> <p>Effective Gross Income _____</p> <p>Gross Op Income _____</p> <p>Net Op Income _____</p> <p>Other Income _____</p> <p>Scheduled Gross Income _____</p> <p>Vacancy Loss _____</p> | <p>*Tax Amount _____ <input type="checkbox"/> Partial <input type="checkbox"/> Full 2</p> <p>*Tax Year _____ *Year Built _____</p> <p>Tax Database ID <input type="checkbox"/> CRS Tax - IA <input type="checkbox"/> CRS Tax - NE<br/>Tax ID (Auto-filled)</p> <hr/> <p>*New Construction</p> <p><input type="checkbox"/> Completed (Never Occupied)</p> <p><input type="checkbox"/> NOT New, Not a Model</p> <p><input type="checkbox"/> Under Construction</p> <p>Estimated Completion Date _____</p> <hr/> <p>*Lot Size Range</p> <p><input type="checkbox"/> Up to ¼ Acre <input type="checkbox"/> Over 10 up to 20 Acres</p> <p><input type="checkbox"/> Over ¼ up to ½ Acre <input type="checkbox"/> Over 20 up to 40 Acres</p> <p><input type="checkbox"/> Over ½ up to 1 Acre <input type="checkbox"/> Over 40 Acres</p> <p><input type="checkbox"/> Over 1 up to 5 Acres <input type="checkbox"/> Not Applicable</p> <p><input type="checkbox"/> Over 5 up to 10 Acres</p> |
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|---|--|
| <p>*School District _____</p> <p>*Grade Schools _____</p> <p>*Jr. High School _____</p> <p>*High School _____</p> | <p>*Non Standard Form</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>*Agent Has Equity</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
|---|--|

|  |  |
|--|--|
| <p>*Commission Compensation Code _____</p> | <p>*REO (Bank etc owned)</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
|--|--|

|  |   |
|--|---|
| <p>Broker Ad Number _____</p> <p>Determined by Broker</p> <p>Neigh Rev Strat Area <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>*NIFA Target Area <input type="checkbox"/> Yes <input type="checkbox"/> No</p> | <p>Branded Virtual Tour (Formerly Virtual Tour)</p> <p>_____</p> <p>Unbranded Virtual Tour</p> <p>_____</p> |
|--|---|

|   |  |
|---|--|
| <p>*Agreement Type</p> <p><input type="checkbox"/> Compensation Agreement</p> <p><input type="checkbox"/> ERTS w/Reserved Prospect</p> <p><input type="checkbox"/> ERTS w/Var. Rate Compensation</p> <p><input type="checkbox"/> Exclusive Agency</p> <p><input type="checkbox"/> Exclusive Right to Sell</p> <p><input type="checkbox"/> Exclusive Agency w/Var. Rate Compensation</p> |  |
|---|--|

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**UNIT INFORMATION**

\*Square Footage Source  Assessor  Other  Plans

|         | # Units<br>This<br>Type | Total<br>rooms | *#<br>Bedrooms<br>Conform-<br>ing | #Full<br>Bath | #<br>Part<br>Bath | Square<br>Feet | # of<br>Fire-<br>places | #<br>Floors<br>In Unit | *Monthly<br>Rent | Leased<br>Y/N | Occupied<br>O,T,V |
|---------|-------------------------|----------------|-----------------------------------|---------------|-------------------|----------------|-------------------------|------------------------|------------------|---------------|-------------------|
| Type 1  |                         |                |                                   |               |                   |                |                         |                        |                  |               |                   |
| Type 2  | UT1                     | U1RM           | U1BR                              | U1FB          | U1PB              | U1SF           | U1FP                    | U1FL                   | U1RN             | U1LE          | U1OC              |
| Type 3  | UT2                     | U2RM           | U2BR                              | U2FB          | U2PB              | U2SF           | U2FP                    | U2FL                   | U2RN             | U2LE          | U2OC              |
| Type 4  | UT3                     | U3RM           | U3BR                              | U3FB          | U3PB              | U3SF           | U3FP                    | U3FL                   | U3RN             | U3LE          | U3OC              |
| Type 5  | UT4                     | U4RM           | U4BR                              | U4FB          | U4PB              | U4SF           | U4FP                    | U4FL                   | U4RN             | U4LE          | U4OC              |
| Type 6  | UT5                     | U5RM           | U5BR                              | U5FB          | U5PB              | U5SF           | U5FP                    | U5FL                   | U5RN             | U5LE          | U5OC              |
| Type 7  | UT6                     | U6RM           | U6BR                              | U6FB          | U6PB              | U6SF           | U6FP                    | U6FL                   | U6RN             | U6LE          | U6OC              |
| Type 8  | UT7                     | U7RM           | U7BR                              | U7FB          | U7PB              | U7SF           | U7FP                    | U7FL                   | U7RN             | U7LE          | U7OC              |
| Type 9  | UT8                     | U8RM           | U8BR                              | U8FB          | U8PB              | U8SF           | U8FP                    | U8FL                   | U8RN             | U8LE          | U8OC              |
| Type 10 | UT9                     | U9RM           | U9BR                              | U9FB          | U9PB              | U9SF           | U9FP                    | U9FL                   | U9RN             | U9EL          | U0OC              |
|         | UT10                    | U10RM          | U10BR                             | U10FB         | U10PB             | U10SF          | U10FP                   | U10FL                  | U10RN            | U10LE         | U10OC             |

**UNIT FEATURES NEXT PAGE**

FEATURES

|         | Rooms | Appliances | Interior Features | Heat Type | Heat Fuel | Cooling | Rent Includes |
|---------|-------|------------|-------------------|-----------|-----------|---------|---------------|
| Type 1  |       |            |                   |           |           |         |               |
| Type 2  | A     | B          | C                 | D         | E         | F       | G             |
| Type 3  | H     | I          | J                 | K         | L         | M       | N             |
| Type 4  | O     | P          | Q                 | R         | S         | T       | U             |
| Type 5  | V     | W          | X                 | Y         | Z         | ZA      | ZB            |
| Type 6  | AA    | AG         | AM                | AS        | AY        | BE      | BK            |
| Type 7  | AB    | AH         | AN                | AT        | AZ        | BF      | BL            |
| Type 8  | AC    | AI         | AO                | AU        | BA        | BG      | BM            |
| Type 9  | AD    | AJ         | AP                | AV        | BB        | BH      | BN            |
| Type 10 | AE    | AK         | AQ                | AW        | BC        | BI      | BO            |
|         | AF    | AL         | AR                | AX        | BD        | BJ      | BP            |

- |                 |                    |                      |               |                 |                |              |
|-----------------|--------------------|----------------------|---------------|-----------------|----------------|--------------|
| 1. Living       | 1. Range           | 1. Central Vac       | 1. Forced Air | 1. Gas          | 1. Central Air | 1. Heat      |
| 2. Dining       | 2. Oven            | 2. Security System   | 2. Heat       | 2. Electric     | 2. Wind Air    | 2. Electric  |
| 3. Kitchen      | 3. Refrigerator    | 3. Cable Avail       | 3. Gravity    | 3. Oil          | 3. Heath Pump  | 3. Gas       |
| 4. Family Room  | 4. Freezer         | 4. Wetbar            | 4. Baseboard  | 4. Propane      | 4. Zoned       | 4. Water     |
| 5. Laundry      | 5. Dishwasher      | 5. Intercom          | 5. Radiant    | 5. Solar        | 5. Other       | 5. Hot Water |
| 6. Laundry Hkup | 6. Disposal        | 6. Walkup Attic      | 6. Wall       | 6. Water Source | 6. None        | 6. Garage    |
| 7. Basement     | 7. Compactor       | 7. Attic Exh Fan     | 7. Wood       | 7. Wood         |                | 7. Other     |
| 8. Rec Room     | 8. Microwave       | 8. Whole House Exh   | 8. Hot Water  | 8. Other        |                | 8. None      |
| 9. Studio       | 9. Indoor Grill    | 9. 9'+ Ceiling       | 9. Steam      | 9. None         |                |              |
| 10. Loft        | 10. Icemaker       | 10. Fire Sprinkler   | 10. Zoned     |                 |                |              |
| 11. Other       | 11. Water Softener | 11. Power Humidifier | 11. Other     |                 |                |              |
|                 | 12. Washer         | 12. Electronic Air   | 12. None      |                 |                |              |
|                 | 13. Dryer          | 13. Modified         |               |                 |                |              |
|                 | 14. Other          | 14. Exercise Room    |               |                 |                |              |
|                 | 15. None           | 15. Two Story Entry  |               |                 |                |              |
|                 |                    | 16. Other            |               |                 |                |              |
|                 |                    | 17. None             |               |                 |                |              |
|                 |                    | 18. Zero Step Entry  |               |                 |                |              |

**FEATURES (CHECK ALL THAT APPLY IN THIS SECTION)**

**AP. Appliances Included**

- 1. Range       10. Ice Maker
- 2. Oven       11. Water Softener
- 3. Refrigerator  12. Washer
- 4. Freezer     13. Dryer
- 5. Dishwasher  14. Convection Oven
- 6. Disposal    15. Cooktop
- 7. Compactor  16. Other
- 8. Microwave  17. None
- 9. Indoor Grill

**\*HF. Heating Fuel**

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

**\*HT. Heating Type**

- 1. Forced Air               8. Hot Water
- 2. Heat Pump              9. Steam
- 3. Gravity                  10. Zoned
- 4. Baseboard              11. Other
- 5. Radiant                 12. None
- 6. Wall
- 7. Wood Assist

**EF. Exterior Features**

- 1. Porch                     17. Decorative Lighting
- 2. Patio                     18. Tennis Court
- 3. Enclosed Porch       19. Satellite Dish
- 4. Enclosed Patio       20. Accessible
- 5. Covered Deck         21. Bus Service
- 6. Deck/Balcony        22. Drain Tile
- 7. Storm Cellar          23. Gas Grill
- 8. Hot tub/Spa           24. Golf
- 9. Pool In-Ground       25. Hike/Bike Trail
- 10. Pool Above Grnd  26. Playground
- 11. Dog Run               27. Volleyball Court(s)
- 12. Horse Permitted  28. Zero Step Entry
- 13. Storage Shed        29. Other
- 14. Out Building        30. None
- 15. Sprinkler Sys
- 16. Greenhouse

**CL. Cooling**

- 1. Central Air    4. Zoned
- 2. Window Air  5. Other
- 3. Heat Pump  6. None

**IN. Interior Features**

- 1. Central Vac             18. Laundry Facilities
- 2. Security System       19. Sauna
- 3. Cable Avail           20. Sump Pump
- 4. Wetbar                  21. Zero Step Entry
- 5. Intercom               22. Other
- 6. Walk-Up Attic         23. None
- 7. Attic Exh Fan
- 8. Whole House Exh
- 9. 9'+ Ceiling
- 10. Fire Sprinkler
- 11. Power Humidifier
- 12. Elect. Air Filters
- 13. Accessible
- 14. Exercise Room
- 15. Two Story Entry
- 16. Elevator
- 17. Game Room

**EX. Exterior**

- 1. All Brick                 11. Brick/Other
- 2. Stone                    12. Log
- 3. Alum Siding           13. Shingle
- 4. Steel Siding           14. Cement Board
- 5. Vinyl Siding           15. Asbestos
- 6. Hardboard             16. Block
- 7. Wood                    17. Frame
- 8. Wood Shingle         18. Pour Concrete
- 9. Stucco                  19. Other
- 10. Asphalt

**\*FN. Fence**

- 1. Chain Link             6. Iron
- 2. Wood                    7. Other
- 3. Full                      8. None
- 4. Partial
- 5. Privacy

**\*FD. Foundation Details**

- 1. Poured Concrete     5. Tile
- 2. Slab                     6. Brick/Mortar
- 3. Concrete Block       7. Other
- 4. Stone                   8. None

**\*FT. Financing Terms Accepted**

- 1. Private Financing    6. Cash
- 2. VA                       7. USDA
- 3. FHA                     8. Seller Assistance
- 4. Conventional         9. Other
- 5. Loan Assumption

**LT. Lot Features**

- 1. Alley                     6. Pond
- 2. Corner Lot             7. Private Roadway
- 3. Cul-De-Sac           8. Sloped
- 4. Irregular               9. Trackage
- 5. Level                    10. Waterfront

\*OW. Ownership Type  
 1. Fee Simple       4. Cooperative  
 2. Condominium  
 3. Leasehold

\*SW. Sewer And Water  
 1. Public Water       6. Private Sewer  
 2. Private Water       7. Septic  
 3. Rural Water       8. Other  
 4. Well  
 5. Public Sewer

RF. Roof Type  
 1. Composition       8. Insulated  
 2. Wood Shingle       9. Built-Up  
 3. Flat       10. Asbestos Shingle  
 4. Tile       11. Rock  
 5. Slate       12. Shake  
 6. Metal       13. Other  
 7. Membrane

UT. Utility Connections  
 1. For Gas Ranges       6. For Electric Dryer  
 2. For Gas Oven       7. Icemaker Connection  
 3. For Gas Dryer       8. Washer Hookup  
 4. For Electric Range       9. Varies Per Unit  
 5. For Electric Oven       10. Unknown

PY. Payment Includes  
 1. Tax Included       3. MIP/PMI Include  
 2. Insurance Included       4. None

**SHOWING INFORMATION**

Showing Contact Type:  Agent  Broker  Other  Seller  Showing Service  
 \*Showing Phone Number \_\_\_\_\_  
 \*Showing Instructions (500 Char) \_\_\_\_\_  
 \_\_\_\_\_  
 Directions to Property (250) \_\_\_\_\_  
 \_\_\_\_\_

**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) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_