

Property Address: _____

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

Agent Name: _____ **Date Listed:** _____ **Listing Number:** _____

Date Listed: _____ **Listing Number:** _____

Listing Number:

<p>*Property Subtype <input type="checkbox"/> Multifamily</p> <p>*Status <input type="checkbox"/> New</p>	<p>*Agent ID _____ *Office ID _____ Co-Agent ID _____ Co-Office ID _____</p> <p>*Photos provided by <input type="checkbox"/> Agent <input type="checkbox"/> Photographer <input type="checkbox"/> Seller <input type="checkbox"/> None</p>	<p>*Asterisk Denotes Required Field* *Blue Required by 1/7/19 *Green Required by 12/4/18</p>	
		<p>Area _____ *Sub Area _____ (To be removed by 1/7/19) *SID <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, SID Number: _____</p>	
<p>*County _____ *Address# _____ *Direction _____ *Street Name _____ *Street Type _____ Post Direction _____ Unit# _____ *City _____ *State _____ *Zip Code _____ *Parcel # _____ Subdivision _____</p>		<p>*Basement <input type="checkbox"/> Yes <input type="checkbox"/> No Basement % _____ *Walk Out Basement <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>*Listing Price _____ *Lot Included in Price <input type="checkbox"/> Yes <input type="checkbox"/> No *List Date _____ (Date on Listing Agrmnt.) *Expiration Date _____</p>		<p>Protective Covenants <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown Restrictions <input type="checkbox"/> Airport Environs Dis <input type="checkbox"/> Capitol Environs Dis <input type="checkbox"/> Historic Preservation <input type="checkbox"/> Other <input type="checkbox"/> Planned Unit Development *Special Assessments <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: *Special Assessment Source _____ *Special Assessments Amount _____</p>	
<p>*Conversion <input type="checkbox"/> Yes <input type="checkbox"/> No *HOA <input type="checkbox"/> Yes <input type="checkbox"/> No (Replaced Assessments) If yes: HOA *Fee _____ HOA *Fee Term <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually</p>		<p>*Legal Description (100 Char) * Lot Dimensions (Actual, not Irreg.) (45 Char) * Lot Dimension Source <input type="checkbox"/> Assessor <input type="checkbox"/> GIS Calculated <input type="checkbox"/> Measured <input type="checkbox"/> Other <input type="checkbox"/> Public Records</p>	
<p>HOA. HOA Includes <input type="checkbox"/> 1. Not Applicable <input type="checkbox"/> 2. Ext Maintenance <input type="checkbox"/> 3. Lawn Care <input type="checkbox"/> 4. Security <input type="checkbox"/> 5. Pool Access <input type="checkbox"/> 6. Club House <input type="checkbox"/> 7. Snow Removal <input type="checkbox"/> 8. Lake <input type="checkbox"/> 9. Insurance <input type="checkbox"/> 10. Tennis <input type="checkbox"/> 11. Common Area Mnt</p>		<p>*Total # of Units _____ *# of Parking Spaces _____ *Garage Spaces _____ *GAR. Garage Type <input type="checkbox"/> 1. Attached <input type="checkbox"/> 6. Carport <input type="checkbox"/> 2. Detached <input type="checkbox"/> 7. Off Street Park <input type="checkbox"/> 3. Built-In <input type="checkbox"/> 8. Heated <input type="checkbox"/> 4. Tandem <input type="checkbox"/> 9. None <input type="checkbox"/> 5. Underground</p>	<p>Garage Rent (High) _____ Garage Rent (Low) _____ *# of A/C Units _____ *# of Electric Meters _____ *# of Fireplaces _____ *# of Furnaces _____ *# of Gas Meters _____</p>

<input type="checkbox"/> Annual Expense Source <input type="checkbox"/> Accountant Provided <input type="checkbox"/> Estimated <input type="checkbox"/> Limited Info. <input type="checkbox"/> Not Available <input type="checkbox"/> Other <input type="checkbox"/> Owner Provided <input type="checkbox"/> Pro Forma Available <input type="checkbox"/> Projected <input type="checkbox"/> Tax Return	Annual Exp. Year End_____	*Tax Amount_____ <input type="checkbox"/> Partial <input type="checkbox"/> Full 2
	Insurance Expense_____	*Tax Year_____ *Year Built_____
	Maintenance Expense_____	Tax Database ID <input type="checkbox"/> CRS Tax - IA <input type="checkbox"/> CRS Tax - NE
	Management Expense_____	Tax ID (Auto-filled)
	Operating Expense_____	
	Other Expenses _____	*New Construction
	Services Expense_____	<input type="checkbox"/> Completed (Never Occupied)
	Utility Expense_____	<input type="checkbox"/> NOT New, Not a Model
	Annual Garage Income _____	<input type="checkbox"/> Under Construction
	Annual Laundry Income _____	Estimated Completion Date_____
Effective Gross Income_____		
Gross Op Income _____	*Lot Size Range	
Net Op Income_____	<input type="checkbox"/> Up to 1/4 Acre <input type="checkbox"/> Over 10 up to 20 Acres	
Other Income_____	<input type="checkbox"/> Over 1/4 up to 1/2 Acre <input type="checkbox"/> Over 20 up to 40 Acres	
Scheduled Gross Income_____	<input type="checkbox"/> Over 1/2 up to 1 Acre <input type="checkbox"/> Over 40 Acres	
Vacancy Loss_____	<input type="checkbox"/> Over 1 up to 5 Acres <input type="checkbox"/> Not Applicable	
	<input type="checkbox"/> Over 5 up to 10 Acres	

*School District_____
 Grade Schools_____
 *Jr. High School_____
 *High School_____

*Commission Compensation Code_____

*Non Standard Form
 Yes No

*Agent Has Equity
 Yes No

*REO (Bank etc owned)
 Yes No

Broker Ad Number_____
 Determined by Broker

Neigh Rev Strat Area Yes No

*NIFA Target Area Yes No

Branded Virtual Tour (Formerly Virtual Tour)

[Unbranded Virtual Tour](#)

*Agreement Type
 Compensation Agreement
 ERTS w/Reserved Prospect
 ERTS w/Var. Rate Compensation
 Exclusive Agency
 Exclusive Right to Sell

UNIT INFORMATION

3

*Square Footage Source Assessor Other Plans

	# Units This Type	Total rooms	*# Bedrooms Conform- ing	#Full Bath	# Part Bath	Square Feet	# of Fire- places	# Floors In Unit	*Monthly Rent	Leased Y/N	Occupied 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

	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				

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

*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

*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

*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

<p>*OW. Ownership Type</p> <p><input type="checkbox"/> 1. Fee Simple <input type="checkbox"/> 4. Cooperative</p> <p><input type="checkbox"/> 2. Condominium</p> <p><input type="checkbox"/> 3. Leasehold</p>	<p>*SW. Sewer And Water</p> <p><input type="checkbox"/> 1. Public Water <input type="checkbox"/> 6. Private Sewer</p> <p><input type="checkbox"/> 2. Private Water <input type="checkbox"/> 7. Septic</p> <p><input type="checkbox"/> 3. Rural Water <input type="checkbox"/> 8. Other</p> <p><input type="checkbox"/> 4. Well</p> <p><input type="checkbox"/> 5. Public Sewer</p>	6
<p>*RF. Roof Type</p> <p><input type="checkbox"/> 1. Composition <input type="checkbox"/> 8. Insulated</p> <p><input type="checkbox"/> 2. Wood Shingle <input type="checkbox"/> 9. Built-Up</p> <p><input type="checkbox"/> 3. Flat <input type="checkbox"/> 10. Asbestos Shingle</p> <p><input type="checkbox"/> 4. Tile <input type="checkbox"/> 11. Rock</p> <p><input type="checkbox"/> 5. Slate <input type="checkbox"/> 12. Shake</p> <p><input type="checkbox"/> 6. Metal <input type="checkbox"/> 13. Other</p> <p><input type="checkbox"/> 7. Membrane</p>	<p>UT. Utility Connections</p> <p><input type="checkbox"/> 1. For Gas Ranges <input type="checkbox"/> 6. For Electric Dryer</p> <p><input type="checkbox"/> 2. For Gas Oven <input type="checkbox"/> 7. Icemaker Connection</p> <p><input type="checkbox"/> 3. For Gas Dryer <input type="checkbox"/> 8. Washer Hookup</p> <p><input type="checkbox"/> 4. For Electric Range <input type="checkbox"/> 9. Varies Per Unit</p> <p><input type="checkbox"/> 5. For Electric Oven <input type="checkbox"/> 10. Unknown</p>	
	<p>PY. Payment Includes</p> <p><input type="checkbox"/> 1. Tax Included <input type="checkbox"/> 3. MIP/PMI Include</p> <p><input type="checkbox"/> 2. Insurance Included <input type="checkbox"/> 4. None</p>	

SHOWING INFORMATION

Showing Contact Type Agent Broker Other Seller Showing Service

*Showing Phone Number _____

*Showing Instructions (500 Char) (Moved from Features) _____

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) _____