



## SMLS Residential Data Input Form

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

\*\* ALL FIELDS MARKED WITH AN ASTERISK (\*) MUST BE COMPLETED \*\*

## STANDARD

(Select One Only) \* Area: SKIP \* School District: \_\_\_\_\_ \* Price: \$ \_\_\_\_\_

\* Type: \_\_\_\_\_

☐ Condo  
☐ Mixed Use  
☐ Mobile Home  
☐ Modular  
☐ Single Family  
☐ Townhouse

\* Address: \_\_\_\_\_  
St. # St. Dir. Street Name Street Type (i.e. Avenue, Circle)

Address 2: \_\_\_\_\_ \* Subdivision: \_\_\_\_\_

\* City: \_\_\_\_\_ \* State: \_\_\_\_\_ \* Zip Code: \_\_\_\_\_ \* County: \_\_\_\_\_

\* In City (Y/N): \_\_\_\_\_ \* IDX Include: ☐ Yes ☐ No ☐ Yes - without Address \* On Internet: ☐ Yes ☐ No

\* VOW Include: ☐ Yes ☐ No \* VOW Address: ☐ Yes ☐ No \* VOW Comment: ☐ Yes ☐ No \* VOW AVM: ☐ Yes ☐ No

## KEYWORDS

* # of Stories	* Approx. Age	* Parking Type	* Garage Total Capacity	* Total Sq Ft Finished/Heated	* Lot Size/Acreage		
<input type="checkbox"/> 1	<input type="checkbox"/> To Be Built	<input type="checkbox"/> None	<input type="checkbox"/> None	<input type="checkbox"/> 0-699	<input type="checkbox"/> 2800-2999	<input type="checkbox"/> 5000-5199	<input type="checkbox"/> 1/2 Acre or Less
<input type="checkbox"/> 1 + Basement	<input type="checkbox"/> Under Construction	<input type="checkbox"/> Attached Garage	<input type="checkbox"/> 1	<input type="checkbox"/> 0700-999	<input type="checkbox"/> 3000-3199	<input type="checkbox"/> 5200-5399	<input type="checkbox"/> 1/2 - 1 Acre
<input type="checkbox"/> 1 + Bonus	<input type="checkbox"/> New/Never Lived In	<input type="checkbox"/> Detached Garage	<input type="checkbox"/> 2	<input type="checkbox"/> 1000-1199	<input type="checkbox"/> 3200-3399	<input type="checkbox"/> 5400-5599	<input type="checkbox"/> 1 - 2 Acres
<input type="checkbox"/> 1.5	<input type="checkbox"/> 1-5	<input type="checkbox"/> Attached Carport	<input type="checkbox"/> 3	<input type="checkbox"/> 1200-1399	<input type="checkbox"/> 3400-3599	<input type="checkbox"/> 5600-5799	<input type="checkbox"/> 2 - 5 Acres
<input type="checkbox"/> 1.5 + Basement	<input type="checkbox"/> 6-10	<input type="checkbox"/> Detached Carport	<input type="checkbox"/> 4	<input type="checkbox"/> 1400-1599	<input type="checkbox"/> 3600-3799	<input type="checkbox"/> 5800-5999	<input type="checkbox"/> 5 - 10 Acres
<input type="checkbox"/> 2	<input type="checkbox"/> 11-20	<input type="checkbox"/> Combination	<input type="checkbox"/> 5	<input type="checkbox"/> 1600-1799	<input type="checkbox"/> 3800-3999	<input type="checkbox"/> 6000-6199	<input type="checkbox"/> 10 - 25 Acres
<input type="checkbox"/> 2 + Basement	<input type="checkbox"/> 21-30	<input type="checkbox"/> See Parking Features	<input type="checkbox"/> 6 +	<input type="checkbox"/> 1800-1999	<input type="checkbox"/> 4000-4199	<input type="checkbox"/> 6200-6399	<input type="checkbox"/> 25 - 50 Acres
<input type="checkbox"/> Tri/Split Level	<input type="checkbox"/> 31-50			<input type="checkbox"/> 2000-2199	<input type="checkbox"/> 4200-4399	<input type="checkbox"/> 6400-6599	<input type="checkbox"/> 50 - 100 Acres
<input type="checkbox"/> 3 +	<input type="checkbox"/> 50 +			<input type="checkbox"/> 2200-2399	<input type="checkbox"/> 4400-4599	<input type="checkbox"/> 6600-6799	<input type="checkbox"/> Over 100 Acres
<input type="checkbox"/> 3 + Basement	<input type="checkbox"/> Unknown			<input type="checkbox"/> 2400-2599	<input type="checkbox"/> 4600-4799	<input type="checkbox"/> 6800-6999	
				<input type="checkbox"/> 2600-2799	<input type="checkbox"/> 4800-4999	<input type="checkbox"/> 7000 +	

\* Approx. Heated Sq Ft: AG: \_\_\_\_\_ \* Approx. Heated SqFt BG: \_\_\_\_\_ \* Approx. Heated SqFt Total: \_\_\_\_\_

## GENERAL

* Residential Property Disclosure Statement Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No	* List Agent: _____
* Lead Based Paint Disclosure Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	* List Agent License ID: _____
* Tax ID #: _____	* List Office: _____
* Approx. Lot Dimensions: _____	* List Office License ID: _____
Enter Frontage first then clockwise. If dimensions are uneven round down	List Team: _____
* Approx. # of Acres: _____ Legal Lot Number: _____	Co-List Agent: _____ Co-List Office: _____
** Either Approx. Lot Dimensions or Approx. # of Acres are required	* Listing Type: <input type="checkbox"/> Exclusive Right to Sell <input type="checkbox"/> Exclusive Agency
Lake Property: <input type="checkbox"/> Yes <input type="checkbox"/> No Lake: _____	<input type="checkbox"/> Exclusive Right w/Named Prospects Exempt <input type="checkbox"/> Transaction Broker
Equestrian Property: <input type="checkbox"/> Yes <input type="checkbox"/> No * Approx. Year Built: _____	<input type="checkbox"/> Exclusive Agency—Limited Service <input type="checkbox"/> Exclusive Agency—MLS Entry Only
Approx. Age of Roof: _____	* Listing Date: _____
Zoning: _____	* Expiration Date: _____
Builders Name: _____	Virtual Tour: _____
Model Name: _____	Non-Branded Virtual Tour: _____
** Approx. Completion Date: _____ ** Required for Under Construction properties	Non-Branded Aerial Tour: _____
* Elementary School: _____	Online Offers: _____
* Middle School/Jr. High School: _____	* Fixture Exclusions: <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, See Remarks
* High School: _____	
* Auction: <input type="checkbox"/> Yes <input type="checkbox"/> No Second Living Quarters: <input type="checkbox"/> Yes <input type="checkbox"/> No	

## FINANCIAL

\* Total Taxes \$: \_\_\_\_\_ \* Tax Year: \_\_\_\_\_ \* Tax Rate ☐ 4% ☐ 6% \* Homestead ☐ Yes ☐ No \* Short Sale: ☐ Yes ☐ No \* Foreclosure: ☐ Yes ☐ No

\* HOA: ☐ Yes ☐ No \*\* HOA/Regime Fee Mandatory: ☐ Yes ☐ No \*\* HOA/Regime Fee Term: ☐ Annual ☐ Monthly ☐ Other

\*\* Additional fields required if HOA = Yes \*\* HOA/Regime Fee \$: \_\_\_\_\_ \*\* HOA Contact Name & Phone #: \_\_\_\_\_

Special Assessment: ☐ Yes ☐ No \*\* Assessment Mandatory: ☐ Yes ☐ No \*\* Assessment Term: ☐ Annual ☐ Monthly ☐ Other Transfer Fee: ☐ Yes ☐ No

\*\* Additional fields required if Special Assessment = Yes \*\* Assessment Fee \$: \_\_\_\_\_ \*\* Assessment Comments: \_\_\_\_\_

Electric Co: \_\_\_\_\_ Water Co: \_\_\_\_\_ Gas Co: \_\_\_\_\_

## ROOM INFO

	Approx. Size	Level		Approx. Size	Level	Other Room(s)	Approx. Size	Level
Living			BR #2			1.		
Dining			BR #3			2.		
Breakfast			BR #4			3.		
Kitchen			BR #5			4.		
Great			Scr. Porch			5.		
Den			Deck			* # of Bedrooms: _____ * # of Full Baths: _____ * # of Half Baths: _____ * # of Rooms Below Grade: _____	* # BRs on Main Lvl: _____	
Bonus/Rec.			Patio				* # FBs on Main Lvl: _____	
Sun Room			Laundry				* # of BRs Below Grade: _____	
Owner's BR			Loft				* # of Fireplaces: _____	

## FEATURES

### \* A - STYLE

- ☐ 1 - Bungalow
- ☐ 2 - Cape Cod
- ☐ 3 - Charleston
- ☐ 4 - Colonial
- ☐ 5 - Contemporary
- ☐ 6 - Cottage
- ☐ 7 - Country
- ☐ 8 - Craftsman
- ☐ 9 - Double Wide Mobile
- ☐ 10 - Duplex Style
- ☐ 11 - European
- ☐ 12 - Georgian
- ☐ 13 - Log
- ☐ 14 - Modular
- ☐ 15 - Patio
- ☐ 16 - Provincial
- ☐ 17 - Ranch
- ☐ 18 - Rustic
- ☐ 19 - Salt Box
- ☐ 20 - Single Wide Mobile
- ☐ 21 - Split Foyer
- ☐ 22 - Split Level
- ☐ 23 - Traditional
- ☐ 24 - Tri-Level
- ☐ 25 - Tudor
- ☐ 26 - Victorian
- ☐ 27 - Williamsburg
- ☐ 28 - Other / See Remarks
- ☐ 29 - Condo Ground Level
- ☐ 30 - Condo Upper Level
- ☐ 31 - Historical (Docs Req.)
- ☐ 32 - Mixed Use
- ☐ 33 - Mobile Permanent Foundation

### \* B - EXTERIOR FINISH

- ☐ 1 - Aluminum Siding
- ☐ 2 - Asbestos Shingle
- ☐ 3 - Block
- ☐ 4 - Brick Veneer
- ☐ 5 - Concrete Plank
- ☐ 6 - Masonite Siding
- ☐ 7 - Stone
- ☐ 8 - Stucco - Masonry
- ☐ 9 - Stucco - Synthetic
- ☐ 10 - Vinyl Siding
- ☐ 11 - Wood
- ☐ 12 - Other / See Remarks
- ☐ 13 - Brick Veneer - Partial
- ☐ 14 - Hardboard Siding

### \* C - LOT DESCRIPTION

- ☐ 1 - Corner
- ☐ 2 - Creek
- ☐ 3 - Cul-de-Sac
- ☐ 4 - Deeded Boat Slip
- ☐ 5 - Dock
- ☐ 6 - Fenced Yard
- ☐ 7 - Lake
- ☐ 8 - Level
- ☐ 9 - Mountain
- ☐ 10 - Mountain View
- ☐ 11 - On Golf Course

### \* C - LOT DESCRIPTION (cont...)

- ☐ 12 - Pasture
- ☐ 13 - Pond
- ☐ 14 - River
- ☐ 15 - Sidewalk
- ☐ 16 - Sloped
- ☐ 17 - Some Trees
- ☐ 18 - Steep
- ☐ 19 - Underground Utilities
- ☐ 20 - Water Access
- ☐ 21 - Water Front
- ☐ 22 - Water View
- ☐ 23 - Wooded
- ☐ 24 - Other / See Remarks
- ☐ 25 - Leased Lot

### D - LAKE PROP FEATURES

- ☐ 1 - Water Front Lot
- ☐ 2 - Interior Lot
- ☐ 3 - Dock in Place
- ☐ 4 - Zoned / See Remarks

### E - EQUESTRIAN PROP FEATURES

- ☐ 1 - 1-4 Stalls
- ☐ 2 - 5-8 Stalls
- ☐ 3 - 9+ Stalls
- ☐ 4 - Arena
- ☐ 5 - Arena Covered
- ☐ 6 - Barn
- ☐ 7 - Boarding Stable
- ☐ 8 - Fenced
- ☐ 9 - Government Land Access
- ☐ 10 - Pasture
- ☐ 11 - Riding Trail(s)
- ☐ 12 - Round Pen
- ☐ 13 - Other / See Remarks

### \* F - FOUNDATION

- ☐ 1 - Basement
- ☐ 2 - Crawl Space
- ☐ 3 - Crawl Space/Slab
- ☐ 4 - Slab
- ☐ 5 - Sump Pump
- ☐ 6 - Other / See Remarks
- ☐ 7 - Dehumidifier
- ☐ 8 - Wood

### \* G - BASEMENT

- ☐ 1 - Completely Finished
- ☐ 2 - Partial Finished
- ☐ 3 - Full
- ☐ 4 - Partial
- ☐ 5 - Unfinished
- ☐ 6 - Walkout
- ☐ 7 - None
- ☐ 8 - Stubbed
- ☐ 9 - Sump Pump
- ☐ 10 - Unfinished HVAC
- ☐ 11 - Dehumidifier
- ☐ 12 - Interior Access
- ☐ 13 - Other / See Remarks
- ☐ 14 - Bathroom

### \* H - EXTERIOR FEATURES

- ☐ 1 - Balcony
- ☐ 2 - Barn/Stall
- ☐ 3 - Outdoor Grill/Fire Pit
- ☐ 4 - Deck
- ☐ 5 - Some Storm Doors
- ☐ 8 - Disability Access
- ☐ 9 - Hot Tub
- ☐ 10 - Patio
- ☐ 11 - Pool - Above Ground
- ☐ 12 - Pool - In Ground
- ☐ 13 - Porch - Front
- ☐ 14 - Porch - Other
- ☐ 15 - Porch - Screened
- ☐ 16 - Porch - Wrap Around
- ☐ 17 - Riding Area
- ☐ 18 - Sprinkler In Ground - Full Yard
- ☐ 19 - Sprinkler In Ground - Partial Yard
- ☐ 20 - Under Ground Irrigation
- ☐ 21 - Vinyl/Aluminum Trim
- ☐ 22 - Windows - Insulated
- ☐ 23 - Some Storm Windows
- ☐ 25 - Tilt Out Windows
- ☐ 26 - Other / See Remarks
- ☐ 27 - Elevator
- ☐ 28 - Generator
- ☐ 29 - Greenhouse
- ☐ 30 - Outdoor Fireplace
- ☐ 31 - Outdoor Kitchen
- ☐ 32 - Pool House
- ☐ 33 - Porch - Covered Back
- ☐ 34 - Porch - Enclosed
- ☐ 35 - R/V - Boat Parking
- ☐ 36 - Satellite Dish
- ☐ 37 - Solar Panels - Leased
- ☐ 38 - Solar Panels - Owned
- ☐ 39 - Water Feature
- ☐ 40 - None
- ☐ 41 - Generator Hookup

### \* I - ROOF

- ☐ 1 - Architectural
- ☐ 2 - Composition Shingle
- ☐ 3 - Metal
- ☐ 4 - Slate
- ☐ 5 - Tar / Gravel
- ☐ 6 - Tile
- ☐ 7 - Wood Shingle
- ☐ 8 - Other / See Remarks

### \* J - PARKING / GARAGE

- ☐ 1 - Attached
- ☐ 2 - Basement Level
- ☐ 3 - Carport
- ☐ 4 - Courtyard Entry
- ☐ 5 - Detached
- ☐ 6 - Door Opener
- ☐ 7 - Garage
- ☐ 8 - Side/Rear Entry
- ☐ 9 - Workshop
- ☐ 10 - Yard Door
- ☐ 11 - None
- ☐ 12 - Other / See Remarks

### J - PARKING / GARAGE (cont...)

- ☐ 13 - Assigned Parking 1 Sp
- ☐ 14 - Assigned Parking 2 Sp
- ☐ 15 - Assigned Parking 3+ Sp
- ☐ 16 - Attached Garage 1 Car
- ☐ 17 - Attached Garage 2 Cars
- ☐ 18 - Attached Garage 3+ Cars
- ☐ 19 - Carport 1 Car
- ☐ 20 - Carport 2 Cars
- ☐ 21 - Carport 3+ Cars
- ☐ 22 - Covered Parking Space
- ☐ 23 - Detached Garage 1 Car
- ☐ 24 - Detached Garage 2 Cars
- ☐ 25 - Detached Garage 3+ Cars
- ☐ 26 - Key Pad Entry
- ☐ 27 - Tandem
- ☐ 28 - Street Parking
- ☐ 29 - Driveway

### \* K - DRIVEWAY

- ☐ 1 - Circular
- ☐ 2 - Easement
- ☐ 3 - Extra Pad
- ☐ 4 - Gravel
- ☐ 5 - Paved
- ☐ 6 - Paved Asphalt
- ☐ 7 - Paved Concrete
- ☐ 8 - Shared or Common
- ☐ 9 - Unpaved
- ☐ 10 - None
- ☐ 11 - Other / See Remarks
- ☐ 12 - Specialty

### \* L - INTERIOR FEATURES

- ☐ 1 - 2 Story Foyer
- ☐ 2 - 2nd Stair Case
- ☐ 3 - Attic Stairs - Disappearing
- ☐ 4 - Attic Stairs - Permanent
- ☐ 5 - Bookcase
- ☐ 6 - Cable Available
- ☐ 7 - Ceiling - Blown
- ☐ 8 - Ceiling - Cathedral/Vaulted
- ☐ 9 - Ceiling - Smooth
- ☐ 10 - Ceiling - 9ft+
- ☐ 11 - Ceiling - Trey
- ☐ 12 - Central Vacuum
- ☐ 13 - Countertops - Ceramic Tile
- ☐ 14 - Countertops - Laminare
- ☐ 15 - Countertops - Solid Surface
- ☐ 18 - Attic Fan
- ☐ 19 - Ceiling Fan
- ☐ 20 - Fireplace
- ☐ 21 - Fireplaces - Multiple
- ☐ 22 - Gas Logs
- ☐ 23 - Disability Access
- ☐ 24 - Second Living Quarters
- ☐ 25 - Intercom
- ☐ 26 - Open Floor Plan
- ☐ 27 - Sauna
- ☐ 29 - Sky Lights
- ☐ 30 - Smoke Detector
- ☐ 31 - Split Floor Plan

**\* L - INTERIOR FEATURES (cont...)**

- ☐ 32 - Tub Garden
- ☐ 33 - Tub - Jetted
- ☐ 34 - Utility Sink
- ☐ 35 - Walk In Closet
- ☐ 38 - Wet Bar
- ☐ 39 - Window Trtments/All Remain
- ☐ 40 - Window Trtments/Some Remain
- ☐ 41 - Other / See Remarks
- ☐ 42 - Ceiling - Dropped
- ☐ 43 - Ceiling - Coffered
- ☐ 44 - Gas Dryer Hookup
- ☐ 46 - Pantry - Closet / Cabinet
- ☐ 47 - Pantry - Walk-in
- ☐ 48 - Pot Filler Faucet
- ☐ 49 - Radon System
- ☐ 50 - Security System - Leased
- ☐ 51 - Security System - Owned / Conveys
- ☐ 52 - Smart Systems Pre-Wiring
- ☐ 53 - Water Purification
- ☐ 54 - Dual Owner's Bedrooms
- ☐ 55 - Elevator

**M - SECOND LIVING QUARTERS**

- ☐ 1 - Basement
- ☐ 2 - Detached
- ☐ 3 - Incl. Kitchen/Kitchenette
- ☐ 4 - Incl. Separate Entrance
- ☐ 5 - Main Level
- ☐ 6 - Second Level

**\* N - OWNER'S FEATURES**

- ☐ 1 - Full Bath
- ☐ 2 - Half Bath
- ☐ 3 - Double Sink
- ☐ 4 - Dressing Room
- ☐ 5 - Owner's on 2nd Level
- ☐ 6 - Owner's on Main Level
- ☐ 7 - Shower Only
- ☐ 8 - Shower - Separate
- ☐ 9 - Sitting Room
- ☐ 10 - Tub - Garden
- ☐ 11 - Tub - Jetted
- ☐ 12 - Tub Separate
- ☐ 13 - Tub/Shower
- ☐ 14 - Walk-in Closet
- ☐ 15 - Other / See Remarks
- ☐ 16 - Fireplace
- ☐ 17 - Multiple Closets
- ☐ 18 - Shower - Steam

**\* O - SPECIALTY ROOM**

- ☐ 1 - Attic
- ☐ 2 - Bonus
- ☐ 3 - Breakfast Area
- ☐ 4 - Comb Liv & Din Room
- ☐ 5 - Exercise Room
- ☐ 6 - Greenhouse
- ☐ 7 - Guest Accommodations
- ☐ 8 - Loft
- ☐ 9 - Main Floor Owner's Bedroom
- ☐ 10 - Office/Study
- ☐ 11 - Recreation Room
- ☐ 12 - Sun Room
- ☐ 13 - Workshop
- ☐ 14 - Other / See Remarks
- ☐ 15 - Media Room/Home Theater
- ☐ 16 - 2nd Kitchen/Kitchenette
- ☐ 17 - Unfinished Space
- ☐ 18 - Wine Cellar
- ☐ 19 - None

**\* P - LAUNDRY**

- ☐ 1 - 1st Floor
- ☐ 2 - 2nd Floor
- ☐ 3 - Basement
- ☐ 4 - Closet Style
- ☐ 5 - Garage/Storage
- ☐ 6 - Kitchen
- ☐ 7 - Sink
- ☐ 8 - Walk-in
- ☐ 9 - Washer Connection

**\* P - LAUNDRY (Cont)**

- ☐ 10 - Dryer - Gas Hookup
- ☐ 11 - Dryer - Electric Hookup
- ☐ 12 - Multiple Hookups
- ☐ 13 - Stackable Accommodating
- ☐ 14 - None

**\* Q - APPLIANCES**

- ☐ 1 - Compactor
- ☐ 2 - Cook Top - Down Draft
- ☐ 3 - Cook Top - Electric
- ☐ 4 - Cook Top - Gas
- ☐ 5 - Cook Top - Smooth
- ☐ 6 - Dishwasher
- ☐ 7 - Disposal
- ☐ 8 - Dryer
- ☐ 9 - Freezer
- ☐ 10 - Ice Machine
- ☐ 12 - Oven - Convection
- ☐ 13 - Double Oven
- ☐ 14 - Oven - Electric
- ☐ 15 - Oven - Gas
- ☐ 16 - Oven - Self Cleaning
- ☐ 17 - Oven(s) - Wall
- ☐ 18 - Range Built in
- ☐ 19 - Range Free Standing
- ☐ 21 - Refrigerator
- ☐ 24 - Warming Drawer
- ☐ 25 - Washer
- ☐ 26 - Wine Chiller
- ☐ 27 - Wood Stove
- ☐ 28 - None
- ☐ 29 - Other / See Remarks
- ☐ 30 - Microwave - Stand Alone
- ☐ 31 - Microwave - Built In
- ☐ 32 - Range Hood
- ☐ 33 - Range - Down Draft
- ☐ 34 - Range - Electric
- ☐ 35 - Range - Gas
- ☐ 36 - Range - Smooth Top

**\* R - HEATING SYSTEM**

- ☐ 1 - Baseboard
- ☐ 2 - Ceiling Cable
- ☐ 4 - Floor Furnace
- ☐ 5 - Forced Air
- ☐ 6 - Geothermal
- ☐ 7 - Heat Pump
- ☐ 8 - Hot Water
- ☐ 9 - Multi-Units
- ☐ 10 - Radiator
- ☐ 11 - Solar
- ☐ 12 - Space Pack
- ☐ 13 - Wall Furnace
- ☐ 15 - No Heat
- ☐ 16 - Other / See Remarks
- ☐ 17 - Ductless /Mini-Split
- ☐ 18 - Gas Available
- ☐ 19 - Radiant

**\* S - HEATING FUEL**

- ☐ 1 - Electric
- ☐ 2 - Natural Gas
- ☐ 3 - Propane Gas
- ☐ 4 - Oil
- ☐ 5 - Solar
- ☐ 6 - Wood
- ☐ 7 - Other / See Remarks

**\* T - COOLING SYSTEM**

- ☐ 1 - Attic Fan
- ☐ 2 - Central Forced
- ☐ 4 - Geothermal
- ☐ 5 - Heat Pump
- ☐ 6 - Multi-Units
- ☐ 7 - Wall/Window Unit
- ☐ 9 - No Cooling
- ☐ 10 - Other / See Remarks
- ☐ 11 - Ductless/Mini-Split

**\* U - COOLING FUEL**

- ☐ 1 - Electric
- ☐ 2 - Natural Gas
- ☐ 3 - Propane Gas
- ☐ 4 - Other / See Remarks

**\* V - FLOORS**

- ☐ 1 - Bamboo
- ☐ 2 - Brick
- ☐ 3 - Carpet
- ☐ 4 - Ceramic Tile
- ☐ 5 - Concrete
- ☐ 6 - Hardwood
- ☐ 7 - Laminate Flooring
- ☐ 8 - Marble
- ☐ 9 - Parquet
- ☐ 10 - Pine
- ☐ 11 - Slate
- ☐ 12 - Stone
- ☐ 13 - Vinyl
- ☐ 14 - Wood
- ☐ 15 - Other / See Remarks
- ☐ 16 - Cork
- ☐ 17 - Hwd/Pine Floor Under Carpet
- ☐ 18 - Luxury Vinyl Tile/Plank

**\* W - WATER**

- ☐ 1 - Private Water
- ☐ 2 - Public Available
- ☐ 3 - Public Water
- ☐ 4 - Well
- ☐ 5 - Other / See Remarks

**\* X - SEWER**

- ☐ 1 - Private Sewer
- ☐ 2 - Public Available
- ☐ 3 - Public
- ☐ 4 - Septic
- ☐ 5 - Sewage Pump
- ☐ 6 - Other / See Remarks

**\* Y - WATER HEATER**

- ☐ 1 - Electric
- ☐ 2 - Gas
- ☐ 3 - Multiple Units
- ☐ 4 - Tankless
- ☐ 5 - Other / See Remarks

**\* Z - STORAGE SPACE**

- ☐ 1 - Attic
- ☐ 2 - Basement
- ☐ 3 - Garage
- ☐ 4 - Out Building
- ☐ 5 - Out Building w/ Electric
- ☐ 6 - Out Building w/ Water
- ☐ 7 - Outside
- ☐ 8 - Other / See Remarks
- ☐ 9 - None

**\* AA - DOCS ON FILE**

- ☐ 1 - 3rd Party Documents
- ☐ 2 - Appraisal
- ☐ 3 - CL100
- ☐ 4 - Foreclosure Documents
- ☐ 5 - Home Inspection
- ☐ 6 - House Plans
- ☐ 7 - Lead Based Paint Doc.
- ☐ 8 - Lease(s)\*\*
- ☐ 9 - Radon Test
- ☐ 10 - Restrictive Covenants/By-Laws
- ☐ 11 - Seller Disclosure
- ☐ 12 - Septic Inspection
- ☐ 13 - Soil Test
- ☐ 14 - SQFT Sketch
- ☐ 15 - Street Maintenance Agreement
- ☐ 16 - Stucco Report
- ☐ 17 - Survey
- ☐ 18 - Termite Bond
- ☐ 19 - Topography Study
- ☐ 20 - Well Inspection
- ☐ 21 - Other / See Remarks
- ☐ 22 - Energy Star Docs
- ☐ 23 - Green Certification Docs
- ☐ 24 - Historical Docs
- ☐ 25 - Warranty Furnished
- ☐ 26 - None

\*\* Lease Agreement Expiration Date:

\*\* Required for Tenant Occupied Properties

**\* BB - DOCUMENTS WITH OFFER**

- ☐ 1 - 3rd Party Addendum
- ☐ 2 - As Is Addendum
- ☐ 3 - Copy Earnest Money Check
- ☐ 4 - Foreclosure Documents
- ☐ 5 - Lead Based Paint Letter
- ☐ 6 - Pre-Approval Letter / Proof of Funds
- ☐ 8 - Signed SDS
- ☐ 9 - Specified Sales Contract
- ☐ 10 - None
- ☐ 11 - Other / See Remarks

**CC - SPECIAL FINANCES**

- ☐ 1 - Assumable
- ☐ 2 - Lease/Purchase
- ☐ 3 - Owner May Finance
- ☐ 4 - Possible Exchange
- ☐ 5 - Possible USDA Rural Housing

**DD - MOBILE HOME**

- ☐ 1 - Possible FHA Compliant
- ☐ 3 - Block/Brick Underpinned
- ☐ 4 - De-Titled

**\* EE - POSSESSION**

- ☐ 1 - At Close
- ☐ 2 - Immediate
- ☐ 3 - Negotiable
- ☐ 4 - Other / See Remarks

**\* FF - GARBAGE PICKUP**

- ☐ 1 - Private
- ☐ 2 - Public
- ☐ 3 - None

**GG - HOA FEE INCLUDES**

- ☐ 1 - Cable TV
- ☐ 2 - Common Area
- ☐ 3 - Electric
- ☐ 4 - Exterior Maintenance
- ☐ 5 - Gas
- ☐ 7 - Insurance
- ☐ 8 - Lawn Maintenance
- ☐ 9 - Pool
- ☐ 10 - Recreation Facility
- ☐ 11 - Security
- ☐ 12 - Street Lights
- ☐ 13 - Trash Service
- ☐ 14 - Water
- ☐ 15 - None
- ☐ 16 - Other / See Remarks
- ☐ 17 - Parking
- ☐ 18 - Pest Control
- ☐ 19 - Termite Contract
- ☐ 20 - Yard Irrigation

**HH - COMMUNITY AMENITIES**

- ☐ 1 - Athletic Facilities
- ☐ 2 - Bike Path
- ☐ 3 - Boat Ramp
- ☐ 4 - Boat Storage
- ☐ 5 - Cable TV
- ☐ 6 - Club House
- ☐ 7 - Common Area(s)
- ☐ 8 - Dock
- ☐ 9 - Exercise Facility
- ☐ 10 - Gated Community
- ☐ 11 - Golf
- ☐ 12 - Historic Area
- ☐ 13 - Horses Permitted
- ☐ 15 - Lawn Maintenance
- ☐ 16 - Lights
- ☐ 18 - Playground
- ☐ 19 - Pool
- ☐ 20 - Private Roads
- ☐ 22 - Security Guard
- ☐ 23 - Some Sidewalks
- ☐ 24 - Spa/Hot Tub(s)
- ☐ 25 - Storage
- ☐ 26 - Tennis Court(s)
- ☐ 27 - Walking Trail(s)
- ☐ 28 - Water Access
- ☐ 29 - None

**HH - COMMUNITY AMENITIES (cont..)**

- ☐ 30- Other / See Remarks  
☐ 31 - Age Restricted/Senior Comm.  
☐ 32 - Air Strip  
☐ 33 - Community Center  
☐ 34 - Dog Park  
☐ 35 - Landscape Maintenance  
☐ 36 - Marina  
☐ 37 - Neighborhood Lake/Pond  
☐ 38 - Recreational Path  
☐ 39 - Vehicle Restrictions  
☐ 40 - Water Front Parks

**\* II - SHOWING INSTRUCTIONS**

- ☐ 1 - Advance Notice Required  
☐ 2 - Appointment / Call Center  
☐ 3 - Beware of Pets  
☐ 4 - Call Listing Office / Agent  
☐ 5 - Entry/Gate Code Required  
☐ 6 - Lockbox - Combination  
☐ 7 - No Appt Required— Electronic LB  
☐ 8 - No Sign  
☐ 9 - Occupied  
☐ 10 - Owner/Agent  
☐ 11 - Restricted Hours  
☐ 12 - Tenant Occupied  
☐ 13 - Under Construction  
☐ 14 - Vacant  
☐ 15 - Other / See Remarks  
☐ 16 - List Agent Present  
☐ 17 - Lockbox - Electronic  
☐ 18 - Lockbox - CBS Code Required  
☐ 19 - Owner/Agent Related  
☐ 20 - Show Anytime  
☐ 21 - Utilities Disconnected

**JJ - ADDITIONAL FEES**

- ☐ 1 - Condo Move-In Fee  
☐ 2 - HOA Mgmt Transfer Fee  
☐ 3 - Subdivision Transfer Fee  
☐ 4 - Other / Misc. Fee  
☐ 5 - None  
☐ 6 - Unknown

**KK - GREEN CERTIFICATION**

- ☐ 1 - Full - Docs Req.  
☐ 2 - Partial - Docs Req.  
☐ 3 - Energy Star Certified Home  
☐ 4 - Other - Docs Req.

**LL - DISABILITY FEATURES**

- ☐ 1 - ADA Certified - Docs Req.  
☐ 2 - ADA Door Handles  
☐ 3 - Exterior Ramp  
☐ 4 - Lift / Elevator  
☐ 5 - Roll in Shower  
☐ 6 - Wide Doorways

**\* DIRECTIONS (255 Characters)**

**\* PUBLIC REMARKS (4,000 Characters)** This Field is for MLS Member to Consumer communication intended for Public display on Member IDX sites. Branding is NOT allowed in this field. (i.e. Phone Numbers, Websites, Agent and/or Office Names, Security Information)

Please email your description to [info@iSaveRealty.com](mailto:info@iSaveRealty.com)

**SYNDICATION REMARKS (4,000 Characters)** This Field is for MLS Member to Consumer communication intended for Public display on syndication sites. Branding IS allowed in this field. (i.e. Phone Numbers, Websites, Agent and/or Office Names)

Please email your description to [info@iSaveRealty.com](mailto:info@iSaveRealty.com)

**MEMBER REMARKS (4,000 Characters)** For MLS Member to Member communication only

SKIP

**OFFICE INFO**

Owner Name: \_\_\_\_\_ Owner Phone: \_\_\_\_\_

Detailed Showing Instructions: \_\_\_\_\_

\* **Showing:** ☐ Call Specified Appointment Center ☐ Call Listing Office ☐ Call Listing Agent ☐ Other \* **Contact # for Appointments:** \_\_\_\_\_

Online Appointment Reservations (URL): \_\_\_\_\_

\* **Supra Lockbox:** ☐ Yes ☐ No (Additional fields required below, if marked Yes)

\*\* **Lockbox S/N:** \_\_\_\_\_ \*\* **Lockbox CBS Code:** \_\_\_\_\_

**SQUARE FOOTAGE INFORMATION (Required when listing is marked Sold)**

\* **Approx. Heated Sq. Ft. AG:** \_\_\_\_\_ (includes all heated Sq. Ft. AG) \* **Approx. Heated SqFt BG:** \_\_\_\_\_ (includes all heated Sq. Ft. BG)

\* **Approx. Heated Sq. Ft Total:** \_\_\_\_\_ (includes all heated and/or cooled finished Sq. Ft.) Appraiser's Name: \_\_\_\_\_

The data input form contains listing data that is accurate to the best of my/our knowledge, and may be used as a basis for presenting the property to prospective buyers, and is incorporated into the Exclusive Right to Sell Contract, and/or Exclusive Agency Contract. I/we agree to hold harmless and indemnify the REALTOR® for any loss or cost arising as a result of erroneous information provided by me/us.

Owner(s) Initials: \_\_\_\_\_ Date: \_\_\_\_\_ Broker/Agent(s) Initials: \_\_\_\_\_ Date: \_\_\_\_\_