



COMP LISTING: RESIDENTIAL Input Sheet

All **red** areas with an asterisk * are required fields.

MLS # _____ ***Area:** _____ ***Listing Price:** _____

***Property Subtype [Select One]:**

Single Family	Condominium	PUD	Multi Dwellings	House on Lot	Houses on Lot	Other	Rural Residence	Auction
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***Secondary Property Subtype [Select One]:**

Single Family	Condominium	PUD	Multi Dwellings	House on Lot	Houses on Lot	Other	Rural Residence	Auction
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***Address:** _____

***Currently Rented: Yes/No \$** _____ ***Publish to IDX: Yes/No**

***Bedrooms:** _____ ***Total Possible Bedrooms:** _____

***Bathrooms Full:** _____ ***Half Baths:** _____

***Garage Capacity:** _____

***Garage Type:**

None	Garage Attached	Garage Detached	Carport Attached	Carport Detached	Combination
Tandem	Converted	Alley Access	Over Sized	Other	

***Stories:** _____ ***Lockbox: None** ***Showing: None** ***Showing Instructions: None**

***Location: Rural/City** ***New Construction: Yes/No** ***Lot Size:** _____

***Lot Size Source:**

Appraiser	Assessor	Builder	Estimated	Seller	Agent
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***Pool: Yes/No**

Above Ground Pool	In-Ground Pool	Fenced Pool	Heated Pool	Aggregate Pool	Fiberglass Pool
Lap Pool	Gunite Pool	Waterfall	Other		

***Solar: Yes/No**

***Solar Ownership:**

Owned	Leased	PPA Pwr Purch Agmnt	Owner-Financed
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***Solar Comments (Payments, Length of Lease, etc.):**

***Solar Options:**

Solar Screens	Solar Tubes	Solar Panels	Solar Heating	Solar Ground	Solar Domestic Water	Solar Water Panels
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***Spa: Yes/No**

Above Ground Spa	Inground Spa
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***HOA: Yes/No** **HOA Dues \$** _____

***HOA Frequency:**

Quarterly	Monthly	Annually
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***Property ADU: Yes/No** **TYPE: ADU** **Junior ADU:** ***Sqft of ADU:** _____

***Sqft of ADU Source:**

Appraiser	Sellers	Tax Records	Other
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***Parking: Yes/No**

***Separate Address: Yes/No**

***Gas Meter: Yes/No**

***Water Meter: Yes/No**

***Electric Meter: Yes/No**

***Bedrooms: _____**

***Baths: _____**

***Occupied: Yes/No**

***Attached: Yes/No**

***Kitchen: Yes/No**

***Year Built Source:**

***Year Built: _____**

Appraiser	Sellers	Tax Records	Other
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***ADU Showing Contact:** _____

***Rented: Yes/No**

***Rent \$ Amount: \$ _____**

***Office:**

Office ID	Agent ID
Co-Office ID	Co-Agent ID

***Commission % or \$: _____ *Variable Commission: Yes/No** **Comments: _____**

***Submit Offer by Email: Yes/No**

***Offer Email Address (Maximum 60 Characters):**

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***Listing Type**

Exclusive Right	Exclusive Agency	Open
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***Probate: Yes/No**

***Court Confirmation:**

Yes	No	Undecided
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***Short Sale: Yes/No**

***Foreclosure: Yes/No**

***HUD: Yes/No**

***91 Day Flip: Yes/No**

***Rule Applies Until: _____**

***Listing Period:**

Listing Date	Expiration Date
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***On Market Date: _____**

***County: _____**

***APN Number: _____**

***Zoning: _____**

***Year Built:**

Year Built	New	Under Construction
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***Approximate Square Foot: _____**

***Square Foot Source:**

Appraiser	Assessor	Builder	Estimated	Seller	Agent
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***Directions to Property (Maximum 500 Characters):**

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Public/Internet Remarks (Maximum 3000 Characters) Note: Mixed case required:

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***Photos Provided By:**

Agent	Waiver @ KCBOR
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Transmit to Internet: Yes/No

Publish to Realtor.com: Yes/No

***Show Comments on VOW: Yes/No**

***Show AVM on VOW: Yes/No**

***Show Address on VOW: Yes/No**

***Publish to VOW: Yes/No**

***Photos Provided By:**

Agent	Waiver @ KCBOR
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***Publish to VOW: Yes/No**

***Show Address on VOW: Yes/No**

Transmit to Internet: Yes/No

Publish to Realtor.com: Yes/No

***Show AVM on VOW: Yes/No**

***Show Comments on VOW: Yes/No**

***Selling Office:**

Office ID	Agent ID
Co-Office ID	Co-Agent ID

***Listing Date:** _____

***Pending Date:** _____

***Expiration Date:** _____

***Selling Date:** _____

***Selling Price: \$** _____

***How Sold:**

Cash	Assumption	Auction	Conventional	FHA
VA	Owner Finance	Other	Lease Purchase	Exchange
Private	Contract For Deed			

***Seller Concessions: Yes/No**

***Selling Concessions: \$** _____

*** Concession Comments:**

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***Buyer Type:**

1 st Time Buyer	2 nd Time Buyer	Down-Size	Investment Buyer	Military
Move Up	Job Relocation	Retirement	Unable To Obtain Info	

KCBOR: MLS Policy

Comp Only Listings:

Comp Only listings will be allowed to be input by Board staff when **all mandatory information is provided on a Comp Only input sheet (available on MLS under Links & Documents) and accompanied by the closing statement.** The circumstances of the representation must be disclosed on the MLS by the reporting participant or subscriber. Any discretionary submission of sales information **must occur within 30 days after close of escrow.** Listing type will be Exclusive Agency, the listing and expiration dates will be the date of entry unless the correct dates are provided. A notation will be made in the Agent Remarks stating the dates may not be accurate and should be verified by the member needing the accurate dates, (7/2018) per MLS R & R.