



RESIDENTIAL LISTING 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**

Description/Subtype

Custom	Fixer Upper	Retirement Community	Zero Lot Line	Historical/Preserve	Ranch/County
Townhouse	Remodeled	Updated	Semi Custom	Tract	

Style Description

Spanish	Contemporary	Tudor	Cottage/Bungalow	Victorian	Mediterranean	Ranch	Other
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Horse Property: Yes/No

1 – 6 Stalls	7 + Stalls	Arena	Arena Covered	Wash Rack
Barn	Boarding Stable	Cross Fenced	Fenced	Pasture
Pasture Irrigated	Pole Barn	Riding Trail	Round Pen	Other

***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** _____ **Comment:** _____

***Lockbox: Yes/None** ***Lockbox Location:** _____

***Showing**

None	Lockbox	Listing Office	Other/See Remarks	Key In Office	Occupied
Call First/LM/Go	Appointment Only	24 Hr Notice	Not Sunday	Sunset Fri/Sat	Call Agent
Dog Inside	Dog Outside	Alarm	Video Rec. Device	Audio Rec. Device	Restricted Hours

***Showing Instructions**

Call Listing Agent	Call Listing Office	Text Listing Agent
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***Location: Rural/City** ***New Construction: Yes/No** ***Lot Size:** _____

***Lot Size Resource**

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 Power kwh _____

***Solar Ownership**

Owned	Leased
PPA: Power Purchase Agreement	Owned-Financed

***Solar Comments (Maximum 200 Characters)**

Payments/Comments:

***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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*An **accessory dwelling unit (ADU)** is a separate living unit that may be attached or detached from the primary residence. ADUs have their own entrance and independent facilities for cooking and sanitation. A **junior accessory dwelling unit (JADU)** is a separate living unit contained entirely within the primary residence. JADUs must have their own entrance and cooking facilities (can be efficiency kitchen), but bath may be shared with primary residence.*

***Property ADU: Yes/No**

***Type:**

ADU	Junior ADU
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***Square Feet of ADU Source:**

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

***Separate Address (Maximum 60 Characters)**

Address:

***Gas Meter: Yes/No**

***Water Meter :Yes/No**

***Electric Meter: Yes/No**

***Bedrooms:** _____

***Baths:** _____

***Occupied: Yes/No**

***Attached: Yes/No**

***Kitchen: Yes/No**

***Kitchen Features:**

F/S Range/Oven	Built in Range/Oven	Gas Appliances	Electric Appliances	Disposal	Dishwasher	Microwave
Trash Compactor	Eating Area	Breakfast Bar	Pantry	Refrigerator	Wine Refrige.	Other

Entry Level:

Upper	Lower	Street
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***Year Built Source:**

Appraiser	Sellers	Tax Records	Other
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***Year Built:** _____

***ADU Showing Contact (Maximum 60 Characters)**

Contact:

***Rented: Yes/No** **Rent \$** _____

***Office**

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

***Commission:** _____ ***Variable Commission: Yes/No** **Comments:** _____

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

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

***Listing Type**

Excl. Right to Sell	Exclusive Agency	Open	Seller Reserved	Probate
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Service Level

Limited Service	Entry Only	Full Service	N/A
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***Probate: Yes/No**

***Court Confirmation: Yes/No/Undecided**

***Short Sale: Yes/No**

***Foreclosure: Yes/No**

***HUD: Yes/No**

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

***Rule Applies Until:** _____

Owner

Owner Name	Owner Phone
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Occupant

Occupant Name	Occupant Phone
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***Listing Period**

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

Listing Approved: Yes/No

***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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Dimensions

Length

Width

Level

Formal Living Room: Yes/No			
Dining Room			

Kitchen			
Breakfast			
Den			
Family/Living Room			
Utility			
Master Bedroom: Yes/No			
Bedroom 2			
Bedroom 3			
Bedroom 4			
Bedroom 5			
Extra Room (1)			
Extra Room (2)			

***Directions to Property (Maximum 500 Characters)**

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

Agent Only Remarks (Maximum 3000 Characters) Note: Mixed case required

Exterior

Block	Brick	Brick Veneer	Stone Veneer	Stucco	Wood Siding	Metal Siding
Vinyl Siding	Shingle Siding	Log	Framed	Masonite	Other	

Roof

Composition	Shake	Metal	Rolled Roofing	Rock	Tile
Flat	Slate	Mansard	Tar and Gravel	Other	

Exterior Amenities

Shed	Barn	Outbuildings	Livestock Pen	Dog Pen	Dog Run
RV Parking	Guest House	Tennis Court	Green House	Shop	Atrium
Courtyard	Golf Course	Pond(s)	River Frontage	Built in BBQ	Outdoor Kitchen

Mother in Law Qrters	Gazebo	Fire Pit	Other	
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Porch/Patio

Open Porch	Enclosed Porch	Screened Porch	Covered Porch	Covered Patio	Enclosed Patio	Screened Patio
Open Patio	Open Deck	Covered Deck	Open Balcony	Covered Balcony	Breezeway	Sun Room
Open Stoop	Other					

Landscaping

Metal Fence	Wood Fence	Block Fence	Brick Fence	Custom Concrete	Misting System
Fruit Trees	Shade Trees	Garden Area	Lighting	Other	

Sprinklers

Automatic	Manual	Front	Rear	Drip System	Other
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Interior Amenities

Jet Tub	Wet Bar	Sauna	Walk in Shower(s)	Vaulted Ceiling(s)	Garage Door Opener
Intercom	Multi Phone Line	Satellite Receiver	DSL Possible	Home Theatre	Surround Sound Wired
Walk in Closet(s)	Pantry	Butcher Block Tops	Tile Countertops	Concrete Countertop	Solid Surf Countertop
Formica Countertops	Granite Countertops	Quartz Countertops	Breakfast Nook	Stainless Steel Tops	Breakfast Bar
Kitchen Island	Other				

Floors

Hardwood Floors	Vinyl Floors	Linoleum Floors	Tile Floors	Laminate Floors	Stone Floors
Pebble Flooring	Pergo	Carpet	Bamboo	LVT	Other

Appliances Included

Dishwasher	Garbage Disposal	Built in Refrig	Wine Refrigerator	Gas Range/Oven	Electric Range/Oven	Cooktop
Double Oven	Convection Oven	Elec Surface Unit	Gas Surface Unit	Warming Drawer	Built in Microwave	Range Hood
Trash Compactor	Washer	Dryer	Indoor Grill	Central Vacuum	Water Filter	Freezer
Water Softener Owned	Water Softener Rntd	Water Conditioner	Humidifier	Downdraft	Instant Water Heater	Other

Fireplace

One	Two	Three or More	Circulating	Insert	Gas Log	Free Standing
In Living Room	In Family Room	In Master Bedroom	Heat-O-Lator/Blower	Masonry	Prefab	Ventless Gas Heater
Pellet Stove	Gas Starter	Dual Sided	Remote	None		

Heating

Natural Gas	Electric	Propane	Wood	Solar	Central	Baseboards	Heat Pump
Floor Furnace	Pellet Stove	Space Heater	Hydronic	Dual	Wall Heater	Multi-Zoned	

Cooling

Central	Wall/Window Unit	Dual	Gas	Electric	Evaporative Cooler
Multi-Zoned	Multi Unit	Ceiling Fan(s)	None	Other	

Windows

Wood	Skylight(s)	Bay Window	Vinyl	Garden Windows	Single Pane
Dual Pane	Dual Pane Partial	Triple Pane	Storm	Screens	Solar Screens

Window Treatments

Shades	Curtains	Drapes	Rods	Shutters
Blinds	All Stay	Some Stay	None Stay	None

Foundation

Slab	Not on Foundation	Raised	Concrete Perimeter	Post & Pier
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Basement Foundation

Full Basement	Partial Basement	Crawl Space	Slab	Other
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Water Heater Types

Gas	Propane	Electric	Solar	Tankless	Other
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Water Supply

Shared Well	Public	Domestic Water	Well	Metered	None	Other
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Energy

Attic Fan	Whole House Fan	Smart Vent	None
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Laundry

220V/Electric	Gas	In Basement	In Kitchen	In Garage	Room
Cabinets	Upper Floor	Closet	Laundry Sink	Upr Flr Lndry Shoot	

Site Description

On Golf Course	Ranch	Gated Community	River Frontage	Pond Seasonal	Cul-de-Sac
Corner Lot	Irregular	Level	Lot Grade Varies	Sloped	Possible Split

Security Features

Fire Alarm	Fire Suppression Sys	Controlled Access	Gated	Security Syst Leased	Security Syst Owned
Security Syst Rented	Sec Sys Prewired	Audio/Video Sec Syst	Smoke Detectors	Window Security Bars	Sec Bars w/Quick Rs
Other	Audio Recording Dev	Video Recording Dev			

Utilities

220 Volts	3 Phase	440 Volts	All Electric	All Public
Natrl Gas Connected	Natural Gas Avail	Propane	Underground Utilitie	Other

Road Description

Alley Paved	Chip and Seal	Asphalt	Gravel	Maintenance Agrmnt
Concrete	Paved	Dirt	Unimproved	Private
Public Maintained	None	See Remarks		

ADA Features

Handicap Accessible	Access Elev Install	Accessible Doors	Ext. Wheelchair Lift	Kitchen Cabinets	Stair Lift
Ramp	Bathroom Fixtures	Roll in Shower	Hand Rails	Other	

Restrictions

Pets	RV's	Exterior Alterations	Children	Signs	Guests	Other
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Sewer

Public Sewer	Public Available	Septic Tank	Septic Needed	RV Septic Disposal	None	Other
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Association Includes

Electricity	Cable TV	Gas	Water	Trash	Lawn Maintenance
Insurance	Taxes	Rec. Facilities	Building Maintenance	Common Area(s)	Roof
Sewer	Swimming Pool	Road			

Association Amenities

Pool	Spa	Sauna	Golf Membership	Tennis Courts	Athletic Facilities	Club House
Storage	Picnic Area	BBQ	Cable TV	Pets Allowed	Age Restrictions	

Terms

Cash	Assumption	Conventional	FHA	VA Loan	Owner Carry
Lease Purchase	Lease Option	TAS	1031 Exchange	Life Estate	Other

Possession

Negotiable	At Closing	Immediate	Seller Rent Back	Sub to Tenant Rights	Other
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Warranty Program

Builder Warranty	Warranty Available	Negotiable	Seller Provided	Other
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Documents on File

Appraisal	Home Inspection	Radon Test	Soil Test	Survey	Septic Inspection	Well Inspection
Leases	Water Rights	House Plans	Lead Based Paint	CC&R's	Termite Report	TDS
MDR	Earthquake	Environmental Hazard	CLUE Report	Other		

Bond Assessments

Yes	No	Unknown	Mello Roos	Local Assessments	Other
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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**

***Send to Zillow: Yes/No**

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

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

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

NOTES: