

Residential MLS Info

PROPERTY INFO:

Listing Agent: _____ Co Agent: _____
Street Address: _____ City: _____ Zip: _____
Municipality: _____ Subdivision: _____ Zoning: Select One County: Select One
Co Index: _____ School District: Select One State: _____
Area: _____ Mineral Rights: Select One
Acreage: _____ Lot Front: _____ Lot Right: _____ Lot Back: _____ Lot Left: _____

LISTING INFO:

List Price: _____ List Date: _____ Expiration Date: _____
Sub Property Type(Single, Condo, Rental): Select One Style(1 Story, 1.5 Story, Etc): Select One
Building Info: Select One Total Beds: _____ Half Baths: _____ Full Baths: _____
Approx SF: _____ Other SF: _____ SF Source: Select One
Parking #: _____ Garage #: _____ Fireplace #: _____
Road Surface: Select One Garage Description: Select One
Fireplace Description: Select One Year Built: _____ Year Built Source: Select One
Appearance: Select One

PROPERTY FEATURES:

FEATURES:

Kitchen (Max 9):

- | | |
|--|--|
| ☐ Convention Oven | ☐ Gas Hookup |
| ☐ Dishwasher | ☐ Instant Hot Water |
| ☐ Disposal | ☐ Jenn-Aire |
| ☐ Elec Hookup | ☐ Microwave |
| ☐ Exhaust Fan | ☐ Range Oven/Elec |
| ☐ Fireplace | ☐ Range Oven/Gas |
| ☐ Freezer | ☐ Refrigerator |

Interior (Max 9):

- | | |
|---|---|
| ☐ Built-in Vacuum | ☐ Handicap Access |
| ☐ Cable Hookup | ☐ Intercom |
| ☐ Ceramic Baths | ☐ Paddle Fan |
| ☐ Curtains/Drapes | ☐ Security System |
| ☐ Dehumidifier | ☐ Skylite |
| ☐ Dryer | ☐ Smoke/Fire Alarm |
| ☐ Elec Hookup | ☐ Sound System |
| ☐ Garage Door Opener | ☐ Washer |
| ☐ Gas Hookup | ☐ Water Softener |

Exterior (Max 9):

- | | |
|--|--|
| ☐ Above Ground Pool | ☐ Patio |
| ☐ Barn | ☐ Patio-Covered |
| ☐ Cable Available | ☐ Paved Drive |
| ☐ Deck | ☐ Porch |
| ☐ Driveway | ☐ Porch-Enclosed |
| ☐ Fenced Yard | ☐ Porch-Screened |
| ☐ Gas Grill | ☐ Satellite Dish |
| ☐ Gas Well | ☐ Security Lights |
| ☐ Gazebo | ☐ Shared Driveway |
| ☐ Green House | ☐ Sidewalks |
| ☐ Handicap Access | ☐ Smoke Alarm |
| ☐ Inground Pool | ☐ Sound System |
| ☐ No Driveway | ☐ Storage Shed |
| ☐ Outbuildings | ☐ Washer |

*Floors (Max 3):

- ☐ Ceramic
☐ Concrete
☐ Hardwood
☐ Laminate
☐ Other
☐ Slate
☐ Tile
☐ Vinyl
☐ Wall-To-Wall
Carpeting
☐ Wood Flooring

*Roof(Max 2):

- ☐ Aluminum
☐ Asbestos
☐ Asphalt
☐ Builtup
☐ Composition
☐ Gravel
☐ Metal
☐ Rubber
☐ See Remarks
☐ Shaker
☐ Slate
☐ Tile
☐ Wood

***Basement (Max 2):**

- ☐ Crawl
- ☐ Dirt
- ☐ Finished
- ☐ Full
- ☐ Lower
- ☐ None
- ☐ Outside Entry
- ☐ Partial
- ☐ Slab
- ☐ Unfinished

***Construction (Max 2):**

- ☐ Aluminum
- ☐ Asbestos
- ☐ Asphalt
- ☐ Block
- ☐ Brick
- ☐ Cedar
- ☐ Frame
- ☐ Log
- ☐ Masonry
- ☐ Metal
- ☐ Mixed
- ☐ Precast
- ☐ Remarks
- ☐ Rust Wood
- ☐ Steel
- ☐ Stone
- ☐ Stucco
- ☐ T111
- ☐ Vinyl

***Lot Description (Max 4):**

- ☐ At Grade
- ☐ Cleared
- ☐ Corner
- ☐ Creek
- ☐ Cul-D-Sac
- ☐ Dead End
- ☐ Farm
- ☐ Flat
- ☐ Flood Plain
- ☐ Hillside
- ☐ Hilly
- ☐ Irregular
- ☐ Irrigated
- ☐ Lake Access
- ☐ Lake Front
- ☐ Lakeview
- ☐ Landscape
- ☐ Landscaped
- ☐ Level
- ☐ Low
- ☐ Marsh
- ☐ Pasture
- ☐ Pond
- ☐ Rocky
- ☐ Rolling
- ☐ Secluded
- ☐ See Remarks
- ☐ Slope
- ☐ Treed
- ☐ View
- ☐ Waterview
- ☐ Waterfront
- ☐ Wetlands
- ☐ Wooded

Heat: Select One

Water: Select One

Fuel: Select One

Sewer: Select One

Hot Water: Select One

A/C: Select One

Types of Features
***Balcony *Bar *Covered *Heated *Baywindow *Beams *Book Shelves *Builtins *WDstove**
***Captive B-rm *Cathedral *Ceiling Fan *Country * Custom *Eatin *Entrtain Ctr *Wrk Bnch**
***Fireplace *Formal *French Doors *Galley *Greenhouse *Hottub *Island * LShape**
***Laundry Hook-up *Nook *Pantry *Sauna *Screen-in *Sitting Area *Skylight *Suite**
***Sunken *Vanity *Vaulted *View *Walkin Closet *Walkout *Wetbar *Whirlpool**

HOA:_____HOA Billing Period:Select OneDeposit:_____Home Warranty: Select One

Tax County:_____ Tax School:_____ Tax City:_____

Tax County Yr:_____Tax School Yr:_____Tax City Yr:_____

Tax Transfer: Select One

Assessed Land Value: _____ Assessed Improvement Value: _____

Office Info:

Sub Agency Comm:_____ Buyer Broker Comm:_____ Trans Licensee Comm:_____
Net Sales: YES ☐ NO ☐ Subject to Third Party: YES ☐ NO ☐ Sellers Disclosure: Select One

***Possession (Max 2):**

- ☐ 15 Days
- ☐ 30 Days
- ☐ 45 Days
- ☐ 60 Days
- ☐ 7 Days
- ☐ 90 Days
- ☐ At Closing
- ☐ Tenant Rights

***Showing (Max 3):**

- | | |
|--|---|
| ☐ 24 Hour Notice | ☐ Pets |
| ☐ Agent Must Accompany | ☐ See Remarks |
| ☐ Appointment | ☐ Tenants |
| ☐ Call Agent | ☐ Under Construction |
| ☐ Call List Office | ☐ Vacant |
| ☐ Day Sleeper | |
| ☐ Key In Listing Office | |
| ☐ Lockbox | |

Are you reducing your commission if you are a dual agent: ☐ YES ☐ NO

Remarks:

Directions:

Private Realtor Remarks:

Please note if any Audio/Video Recording and type (Please Describe type):

Is there an Open House scheduled/when?

SINGLE FAMILY: SHOWING INSTRUCTION FORM

REV11

Today's Date: / /20_____

☐ New Listing ☐ Change to Existing Listing

Listing Address: _____

MLS Listing #: _____

Appointment Handling ☐ Don't Allow Appt Center to Take Appts. ☐ Don't Allow Online Scheduling Allow Showing Agents to Request Virtual Appointments? ☐ In-Person and Virtual Appointments ☐ Virtual Appointments Only ☐ In-Person Appointments Only Refer Appointments to ☐ Inspections to Listing Agent ☐ Appraisals to Listing Agent	Appointment Type ☐ Appt. Required Conf. with ANY ☐ Appt. Required Conf. with ALL ☐ Courtesy Call ☐ Go & Show ☐ Refer to Listing Agent	Advanced Notice ☐ No Same Day Appts ☐ Lead Time <table border="1"> <tr> <th>Required</th> <th>Suggested</th> </tr> <tr> <td>Minimum 1 hour increments</td> <td>Minimum 1 hour increments</td> </tr> <tr> <td>hr(s)</td> <td>hr(s)</td> </tr> </table>	Required	Suggested	Minimum 1 hour increments	Minimum 1 hour increments	hr(s)	hr(s)	Share Showing Agent Info? ☐ No, do not share ☐ Yes, share agent's company ☐ Yes, share agent's name and company ☐ Yes, share all agent details ShowingTime Secure Access Enabled? ☐ 5 mins ☐ 10 mins ☐ 15 mins ☐ 30 mins ☐ 45 mins ☐ 60 mins
Required	Suggested								
Minimum 1 hour increments	Minimum 1 hour increments								
hr(s)	hr(s)								
Minimum Appointment Length ☐ 15 mins ☐ 30 mins ☐ 45 mins ☐ 1 hr ☐ 1 hr 30 mins ☐ 2 hrs									
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Call Order # ☐ 1st ☐ 2nd ☐ 3rd ☐ 4th	Listing Agent: Office Name: _____ Mobile: _____ Alt. Phone: _____ Email: _____	☐ I want to Confirm ☐ Just send an FYI ☐ Push ☐ Phone ☐ Email ☐ Text Notification of Conf & Canc'd Appts. via ☐ Push ☐ Phone ☐ Email ☐ Text
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Call Order # ☐ 1st ☐ 2nd ☐ 3rd ☐ 4th	☐ Agent ☐ Owner ☐ Occupant	Name: _____ Mobile: _____ Alt. Phone: _____ Email: _____	☐ I want to Confirm ☐ Just send an FYI ☐ Push ☐ Phone ☐ Email ☐ Text Notification of Conf & Canc'd Appts. via ☐ Push ☐ Phone ☐ Email ☐ Text
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Call Order # ☐ 1st ☐ 2nd ☐ 3rd ☐ 4th	☐ Agent ☐ Owner ☐ Occupant	Name: _____ Mobile: _____ Alt. Phone: _____ Email: _____	☐ I want to Confirm ☐ Just send an FYI ☐ Push ☐ Phone ☐ Email ☐ Text Notification of Conf & Canc'd Appts. via ☐ Push ☐ Phone ☐ Email ☐ Text
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Appointment Overlaps ☐ Yes - No Need to Inform Showing Agent ☐ Yes - Please Inform the Showing Agent ☐ No - Exclusive Showings Only Max Overlapping Showings? (only available when overlaps is set to yes) Enter a number (2 -10) or check the box for no limit. Enter a number from 2 to 10 or check the box for unlimited overlaps ☐ unlimited appointment overlaps Buffer Time? (only available when overlaps is set to no) ☐ 15 mins ☐ 30 mins ☐ 45 mins ☐ 1 hr ☐ 75 mins ☐ 90 mins	Access Information ☐ MasterLock ☐ igloohome ☐ Combo ☐ Risco LB ☐ Supra ☐ Codebox ☐ SentiLock ☐ Other Gate Code _____ Access Notes _____	Combination _____ Sharing/Exchange Code _____ Location _____ Serial # _____ ☐ Front Door ☐ Back Door ☐ Side Door Additional Notes _____	Alarm Information Disarm Code: _____ Arm Code: _____ Passcode: _____ Notes _____
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Notes to Appt. Staff _____ _____ _____ _____ _____	Notes to Showing Agent ☐ Leave card ☐ Scramble lockbox when leaving ☐ Lock doors ☐ Remove shoes or wear booties ☐ Turn off lights ☐ Return and secure key in lockbox _____ _____ _____ _____
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