

**RESIDENTIAL – Data Input Form**

**MichRIC®, LLC**

(All Required Fields in Gray)

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

Assigned by Computer

Office ID: \_\_\_\_\_ Agent ID: \_\_\_\_\_ Co-Office ID: \_\_\_\_\_ Co-Agent ID: \_\_\_\_\_

**Mailing Address:**

Street # \_\_\_\_\_ Modifier: \_\_\_\_\_ Direction: \_\_\_\_\_ Street Name: \_\_\_\_\_ Suffix: \_\_\_\_\_ Unit #: \_\_\_\_\_

Building #: \_\_\_\_\_ Post Direction: \_\_\_\_\_ Tax ID #: \_\_\_\_\_

County Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Zip (4): \_\_\_\_\_

**MAIN FIELDS:**

Cross Streets: \_\_\_\_\_ & \_\_\_\_\_

Property Subtype:  Condominium  Farm  Single Family Residence  Stock Cooperative

Area: \_\_\_\_\_ Subarea: \_\_\_\_\_ Municipality: \_\_\_\_\_ Listing Price: \_\_\_\_\_

Exempt from Seller Disclosure Act:  Yes  No Subdivision: \_\_\_\_\_

Auction or For Sale:  Auction  For Sale

Sub Agcy: \_\_\_\_\_ (% or \$) Buyer Agcy: \_\_\_\_\_ (% or \$) Trans Coord: \_\_\_\_\_ (% or \$)

Variable Rate:  Yes  No Comments: \_\_\_\_\_

Exclusive Agency:  Yes  No Reserved Prospect:  Yes  No Listing Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Possession:  Close of Escrow  Close Plus 1 Day  Close Plus 2 Days  Close Plus 3 Days  Close Plus 3-5 Days  Close Plus 6-29 Days

Close Plus 30 Days  Negotiable  Seller Lease Back  Subject to Tenant's Rights  See Remarks

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

New Construction:  Yes  No Construction Status:  Completed  Proposed  Under Construction

Lot Measurement:  Acres and Lot Acres: \_\_\_\_\_ OR  Sqft and Lot Square Footage: \_\_\_\_\_ Lot Dimensions: \_\_\_\_\_

Est. Year Built: \_\_\_\_\_ Road Frontage: \_\_\_\_\_ Condo Proj Name: \_\_\_\_\_

Fireplaces:  Yes  No If Yes: Total Fireplaces: \_\_\_\_\_ Income Property:  Yes  No

Total Rooms Above Grade: \_\_\_\_\_ Living Area Source:  Blueprint  Measured  Other-Specify in Agent Remarks

Previous Listing  Prior Appraisal  Public Record

Full Baths: \_\_\_\_\_ Half Baths: \_\_\_\_\_

Main Level Primary (Master) Bedroom:  Yes  No Main Level Laundry:  Yes  No Stories: \_\_\_\_\_ (1-99)

Design:  A Frame  Bi-Level  Bungalow  Cabin/Cottage  Cape Cod  Chalet  Colonial  Contemporary  Craftsman  
 Farm House  Log Home  Mid Century Modern  Mobile  Other  Quad Level  Ranch  Traditional  Tri-Level  Tudor  
 Underground  Victorian

Basement:  Yes  No # of Outbuildings \_\_\_\_\_ (# entered controls the # of Outbuildings that appear in the detail group)

School District: \_\_\_\_\_

**For Condos Only:**

Entry Type:  Common  Gated  Other  Private  Security Pets:  Yes  No Association Contact: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Owner Phone: \_\_\_\_\_ Occupant Type:  Owner  Tenant  Vacant

Taxable Value (\$): \_\_\_\_\_ SEV (\$): \_\_\_\_\_ For Tax Year: \_\_\_\_\_ Annual Property Tax (\$): \_\_\_\_\_ Tax Year: \_\_\_\_\_

Homestead %: \_\_\_\_\_ Spec Assessment & Type %: \_\_\_\_\_ Zoning: \_\_\_\_\_

**DETAILS:**

If for Auction: Auction Type:  Absolute  Reserve  Minimum Price Bid: \$ \_\_\_\_\_

Auction Date: \_\_\_\_\_ Auction Contact Name: \_\_\_\_\_ Auction Contact Phone: \_\_\_\_\_

Waterfront:  Yes  No OR Water Access:  Yes  No Water Frontage: \_\_\_\_\_ Body of Water: \_\_\_\_\_

Water Type:  Lake  Pond  River  Stream/Creek  Channel  Other

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**Water Feature Amenities:**  All Sports  Assoc. Access  Channel  Deeded Access  Deeded Boat Lot  Dock  No Wake  
 Private Frontage  Public Access 1 Mile or Less  Shared Frontage  View

**Approx. Assoc. Fee:** \$ \_\_\_\_\_ **Assoc. Buy in Fee:** \$ \_\_\_\_\_ **Assoc. Fee Payable:**  Monthly  Quarterly  Semi-Annual  Annually  Other

**Association Phone:** \_\_\_\_\_

**Assoc. Fee Includes:**

Cable/Satellite  Electricity  Heat  Lawn/Yard Care  Sewer  Snow Removal  Trash  Water  None  Other

**Accessibility Features:**  Yes  No **Features Available:**

36 in. Entrance Door  36 in. or + Hallway  42 in. or + Hallway  Accessible Bath Sink  Accessible Elect. Controls  
 Accessible Kitchen Sink  Accessible M. Flr. Half Bath  Accessible Mn. Flr. Bdrm.  Accessible Mn. Flr. Full Bath  Chair Lift  
 Covered Entrance  Covered Ramp  Grab Bar Mn. Flr Bath  Lever Door Handles  Low Threshold Shower  No-Step Entrance  
 Ramped Entrance  Rocker Light Switches  Other

**All Fields Are Required In The Grid – Enter 0 (zero) for none**

|                  | Above Grade |                      | Below Grade |                |
|------------------|-------------|----------------------|-------------|----------------|
|                  | Upper Level | Main Level           | Lower Level | Basement Level |
| # Bedrooms:      | _____       | _____                | _____       | _____          |
| # Full Baths:    | _____       | _____                | _____       | _____          |
| # Half Baths:    | _____       | _____                | _____       | _____          |
| Finished Sq. Ft: | _____       | _____                | _____       | _____          |
|                  |             | <b>Total Sq. Ft:</b> | _____       | _____          |

**Manufactured:**  Yes  No

**Manufactured Details:**  Multi Section  Permanently Affixed  Single Section  Title Unknown  Titled  Untitled

**Garage:**  Yes  No

If Yes, **Garage Type:**  1  2  3  4  5  Attached  Carport  Detached  Tandem

**Exterior Material:**  Aluminum Siding  Block  Brick  Concrete  Hard/Plank/Cement Board  ICF (Insulated Concrete Forms)  Log

Shingle  Stone  Structural Insulated Panels (SIP)  Stucco  Vinyl Siding  Wood Siding  Other

**Roof:**  Composition  Metal  Rubber  Slate  Stone  Tile  Wood  Other

**Windows:**  Bay/Bow  Insulated  Low E  Replacement  Screens  Skylight  Storms

**Substructure:**  Crawl Space  Daylight  Full Basement  Michigan Basement  Partial Basement  Slab  Walk Out  Other

**Lot Description:**  Adj. to Public Land  Corner  Cul-De-Sac  Flag Lot  Golf Community  Golf Course Frontage

Leased Land  Level  Ravine  Recreational  Rolling Hills  Sidewalk  Tillable  Wetland Area  Wooded

**Sewer:**  Public  Septic System  None

**Water:**  Public  Well  None

**Utilities Attached:**  Cable  Extra Well  Natural Gas  Telephone Line

**Utilities Available At Street:**

Broadband  Cable  Electric  Natural Gas  Public Sewer  Public Water  Storm Sewer  Telephone Line

**Kitchen Features:**

Breakfast Nook  Center Island  Desk Built-in  Eating Area  Garden Window  Mud Room Access  Pantry  Snack Bar

**Fireplace:**

Bathroom  Den/Study  Family  Formal Dining  Gas Log  Kitchen  Living  Primary (Master) Bedroom  Other Bedroom

Rec Room  Wood  Other

**Additional Items:**

Air Cleaner  All Window Treatments  Attic Fan  Ceiling Fans  Central Vacuum  Ceramic Floor  Elevator  Garage Door Opener

Gas/Wood Stove  Generator  Guest Quarters  Home Warranty  Hot Tub Spa  Humidifier  Iron Water Filter  Laminate Floor

Laundry Chute  LP Tank – Owned  LP Tank – Rented  Satellite System  Sauna  Security System  Stone Floor

Water Softener/Owned  Water Softener/Rented  Wet Bar  Whirlpool Tub  Wood Floor  Other

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(All Required Fields in Gray)

**Appliances:**  Built In Oven  Cook Top  Dishwasher  Dryer  Freezer  Garbage Disposal  Microwave  Oven  
 Range  Refrigerator  Trash Compactor  Washer

**Heat Source:**  Electric  Geothermal  Natural Gas  Oil  Propane  Solar  Wood  None  Other

**Heat Types:**  Baseboard  Forced Air  Gravity  Heat Pump  Hot Water  Outdoor Furnace  Passive  Radiant  Space Heater  
 Steam  Wall Furnace  Wood/Pellet Furnace  None  Other

**Air Conditioning:**  Central  SEER 13 or greater  Wall Unit  Window Unit

**Water Heater:**  Electric  Natural Gas  Oil  Propane  Solar  Tankless  None  Other – See Remarks

**Ext. Features:**  3 Season Rm  Deck(s)  Fenced Back  Gazebo

Patio  Play Equip.  Porch(es)  Scrn Porch  Tennis Court  Balcony  Other

**Landscape:**  Décor Fence  Décor Pond  Flower Garden  Fountain  Fruit Trees  Garden Area  Ground Cover  
 Shrubs/Hedges  Terraced Yard  Underground Sprinkler  Waterfall

**Pool:**  Cabana  Indoor  Outdoor/Above  Outdoor/Inground

**Outbuilding 1 Description:**  Barn  Boat House  Greenhouse  Guest House  Hangar  Pole Barn  Stable  Storage Shed  Other

**Outbuilding 1:** Dimensions: \_\_\_\_\_ SqFt: \_\_\_\_\_ Ceiling Height: \_\_\_\_\_ Door Height \_\_\_\_\_

**Outbldg 1 Floor Type:**  Concrete  Dirt  Stone  Wood **Outbuilding 1 Feat.:**  Electric  Water  Bathroom  Heated  Insulated

**Outbuilding 2 Description:**  Barn  Boat House  Greenhouse  Guest House  Hangar  Pole Barn  Stable  Storage Shed  Other

**Outbuilding 2:** Dimensions: \_\_\_\_\_ SqFt: \_\_\_\_\_ Ceiling Height: \_\_\_\_\_ Door Height \_\_\_\_\_

**Outbldg 2 Floor Type:**  Concrete  Dirt  Stone  Wood **Outbuilding 2 Feat.:**  Electric  Water  Bathroom  Heated  Insulated

**Driveway:**  Aggregate  Asphalt  Concrete  Easement  Gravel  Paved  Paver Block  Shared Paved  Shared Unpaved

None  Other  See Remarks

**Street Type:**  Easement  Paved  Private  Public  Seasonal  Unpaved

### Association Amenities:

Airport Landing Strip  Baseball Diamond  Beach Area  Cable TV  Campground  Club House  Detached Unit  End Unit  
 Fitness Center  Golf Membership  Hot Tub  Interior Unit  Library  Meeting Room  Pets Allowed  Playground  
 Pool – Outdoor  Pool – Indoor  Restaurant/Bar  Sauna  Security  Skiing  Storage  Tennis  Other  Boat Launch

**Mineral Rights:**  Available  No  Partial  Yes  Unknown

**Terms Available:**  Assumable  Cash Only  Cash/Conventional  FHA  Land Contract  Lease w/option  MSHDA

Purchase Money Mtg.  Rural Development  VA  Other

**Sale Conditions:**  REO/Bank Owned  Short Sale Possible  None  Other

**Green Features Section:** (For a glossary of the Green terms go to [www.greenresourcecouncil.org/glossary.cfm](http://www.greenresourcecouncil.org/glossary.cfm))

Property Has Green Features and the Seller's Green Disclosure Statement is Attached to the Listing on the MLS?  Yes  No

**Green Energy Efficiency:**  Chemical Free Insulation  Energy Efficient Windows  Energy Star Appliance(s)  
 Energy Star Rated Ext. Material(s)  Natural Day Lighting Windows  Thermal Mass Construction  Other – See Remarks

**Indoor Environmental Quality:**  Low Flow Toilet(s)  Low or No VOC Finishes  Recycled/locally Sourced Materials  Sustainable Flooring  
 Other – See Remarks

**Exterior Water Conservation:**  Drought-resistant Landscape  Rain Water Collection

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**Renewable Heating/Cooling:**  Active Solar  Energy Star Rated A/C  Energy Star Rated Heat  GeoThermal  In Floor Radiant Heat  
 Passive Solar  Programmable Thermostat  Solar Electricity  Windmill  Other – See Remarks

**Green Certifications/Rating:**  Yes  No: (If “Yes”, it requires the Certificate of Certification/Rating Documentation to be an attached document to the listing in the MLS.)

Year Certified \_\_\_\_\_

Energy Star Qualified Rating #:  1  2  3  4  5  6  All

LEED for Neighborhood Development:  Certified  Silver  Platinum

LEED for Homes:  Certified  Gold  Platinum  Silver

National Green Building Standard:  Bronze  Emerald  Gold  Silver

NAHB Model Green Home Building Guidelines:  Bronze  Gold  Silver

Other Green Certification: \_\_\_\_\_

Home Energy Rating System – HERS Index# \_\_\_\_\_ Year Rated: \_\_\_\_\_

Indoor Air Quality:  Yes  No

### ROOMS:

**Room Dimensions:** For Levels Use: B-Basement L-Lower M-Main U-Upper

|                     | Level         | Comments (40 characters) |               | Level         | Comments (40 characters) |
|---------------------|---------------|--------------------------|---------------|---------------|--------------------------|
| Kitchen:            | _____ x _____ | _____                    | Bathroom 2:   | _____ x _____ | _____                    |
| Formal Dining Room: | _____ x _____ | _____                    | Bedroom 2:    | _____ x _____ | _____                    |
| Dining Area:        | _____ x _____ | _____                    | Bedroom 3:    | _____ x _____ | _____                    |
| Family Room:        | _____ x _____ | _____                    | Bedroom 4:    | _____ x _____ | _____                    |
| Living Room:        | _____ x _____ | _____                    | Bedroom 5:    | _____ x _____ | _____                    |
| Recreation:         | _____ x _____ | _____                    | Add'l Room:   | _____ x _____ | _____                    |
| Den/Study:          | _____ x _____ | _____                    | Add'l Room 2: | _____ x _____ | _____                    |
| Laundry:            | _____ x _____ | _____                    | Add'l Room 3: | _____ x _____ | _____                    |
| Prim. (Mstr). Bdr:  | _____ x _____ | _____                    | Add'l Room 4: | _____ x _____ | _____                    |
| Mstr. Bath:         | _____ x _____ | _____                    | Add'l Room 5: | _____ x _____ | _____                    |
| Bathroom 1:         | _____ x _____ | _____                    | Bonus Room:   | _____ x _____ | _____                    |
| Exercise Room:      | _____ x _____ | _____                    | Game Room:    | _____ x _____ | _____                    |
| Family Room:        | _____ x _____ | _____                    | Great Room:   | _____ x _____ | _____                    |
| Laundry Room:       | _____ x _____ | _____                    | Media Room:   | _____ x _____ | _____                    |
| Utility Room:       | _____ x _____ | _____                    | Gym:          | _____ x _____ | _____                    |
| Loft:               | _____ x _____ | _____                    | Office:       | _____ x _____ | _____                    |
| Sauna:              | _____ x _____ | _____                    | Workshop:     | _____ x _____ | _____                    |
| Other 1:            | _____ x _____ | _____                    | Other 2:      | _____ x _____ | _____                    |

### EXPORT:

**Public Viewable:**  Yes  No **Show Address to Public:**  Yes  No **Show AVM to Public:**  Yes  No **VOW Public Comments:**  Yes  No

**Send to: REALTOR.com:**  Yes  No **MichRIC:**  Yes  No

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**Public (Marketing) Remarks (Maximum of 800 Characters) These will appear on the Internet**

**Supplement Remarks (Maximum of 10,000 Characters) These will appear as “more” at the end of Marketing Remarks and as a separate requested page when printing reports. Attach an additional page if necessary.**

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**Directions to Property (Maximum of 400 Characters)**

**Agent-Only Remarks (Maximum of 500 Characters)**

**Legal Description (Maximum of 400 Characters)**

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**Advertising Remarks (Maximum of 1,000 Characters) These will appear on realtor.com and syndicated listing sites and can include your contact information.**

Tour Date: \_\_\_\_\_ Tour Time: \_\_\_\_\_ Open House Date: \_\_\_\_\_ Open House Time: \_\_\_\_\_

We (I) Agree that to the best of our knowledge this represents a fair and accurate representation of the property we (I) have listed with the REALTOR® below.

Signature: Listing Broker                      Date

Signature: Seller                                      Date

Signature: Listing Agent                      Date

Signature: Seller                                      Date