

Property Data Form For Use By Members Only
All Underlined Fields Must Be Completed = Required Fields

Area _____

Agent Name _____ Date Entered ____/____/____ Listing # _____

GENERAL INFORMATION

Auction ____ (Y/N) Cross Reference ____ (Y/N) Listing Price \$ _____ County _____

Parcel ID# _____ Publish Listing on Internet ____ (Y/N) Broker Reciprocity ____ (Y/N)

Street Nbr _____ Street Dir _____ Street Name _____

Unit # _____ City _____ Township _____ Zip _____

Zoning _____ Virtual Tour _____

Office Use _____

LISTING INFORMATION

List Office ID _____ List Office Name _____ List Office Ph _____ LO Ext _____

LO Fax _____ List Agt ID _____ List Agt Name _____

List Agt Ph _____ LA Ext _____ LA Fax _____

Co-List Agt ID _____ Co-List Agt Name _____ Co-List Agt Ph _____

Occupied by _____ (T-Tenant, O-Owner, V-Vacant) Listing Type _____ (EA - Exc Agency or ER - Exc Right to Sell)

Subagent _____ (\$/%) Buyer Agent _____ (\$/%) Dual Rate ____ (Y/N)

Comm Desc _____ Less Lot \$ _____ Named Exceptions ____ (Y/N)

Service Restrictions _____ (LS/EO/NA) Property Disclosure ____ (Y/N) Lead Base Paint Disclosure ____ (Y/N)
 (Limited Service, Entry Only, Not Applicable)

Listing Date ____/____/____ Expire Date ____/____/____ Auction Date ____/____/____ Take Photo ____ (Y/N)
 mm dd yyyy mm dd yyyy mm dd yyyy

Showing Instructions _____

BUILDING INFORMATION

of Units _____ #of Stories _____ # of Buildings _____ Total Square Feet _____

Square Feet Source _____ Year Built _____ Year Built Description _____
 (Blue Prints, Measured, None, Public Records, See Remarks, Other) (UNK or NewCon)

Est. Completion Date ____/____/____ Handicap Access ____ (Y/N)

UNIT INFORMATION

Description	Number of Units	Total Unit Square Feet	Number of Bedrooms	Number of Baths	Appliances Yes / No	Furniture Yes / No	Total Monthly Rent \$	Number Leased
Unit 1								
Unit 2								
Unit 3								
Unit 4								

PROPERTY / COMMUNITY INFORMATION

Parking Spaces _____ Lot Size _____ Acres _____

Subdivision _____ Plat _____ Lot _____ School District _____

Elementary School _____ High School _____

Construction Assessment \$ _____ Balance Construction Assessment \$ _____

Assessment Type _____

Tax 1 \$ _____ Tax 2 \$ _____ Homestead Exempt / Primary Residence ____ (Y/N)

Annual Total Rent \$ _____ Annual Operating Income \$ _____

Annual Net Operating Expense \$ _____ Annual Total Income \$ _____ Total Units Leased _____

All Fields in Underline = Required Fields

1. Type (01)

- 01 17+ Apt
- 02 3-4 Apt
- 03 5-8 Apt
- 04 9-16 Apt
- 05 Duplex
- 06 Other
- 07 Townhouse
- 08 Twinplex

2. Exterior (up to 2)

- 01 Aluminum, Steel
- 02 Brick
- 03 Concrete Comp
- 04 Other
- 05 Shingle
- 06 Stone
- 07 Stucco
- 08 Vinyl
- 09 Wood/Wood-Comp

3. Foundation (up to 2)

- 01 Basement - Full
- 02 Basement - Partial
- 03 Crawl
- 04 Slab
- 05 Walk-Out

4. Roof (01)

- 01 Flat
- 02 Metal
- 03 Other
- 04 Shingle
- 05 Slate
- 06 Tile
- 07 Wood

5. Parking (up to 4)

- 01 Assigned
- 02 Attached
- 03 Carport
- 04 Detached
- 05 Garage
- 06 None
- 07 Other
- 08 Parking Lot
- 09 Underground

6. Driveway (up to 2)

- 01 Alley
- 02 Asphalt
- 03 Circular
- 04 Concrete
- 05 Dirt
- 06 Gravel
- 07 None
- 08 Other
- 09 Shared

7. Lot Desc (up to 3)

- 01 Corner
- 02 Creek
- 03 Cul De Sac
- 04 Deadend
- 05 Ext Lot
- 06 Farm
- 07 Golf
- 08 Irregular

- 09 Lake Front
- 10 Other
- 11 Paved Roads
- 12 Pond
- 13 Private Road
- 14 Ravine
- 15 Regular
- 16 River Front
- 17 Rural
- 18 Trees
- 19 Unpaved
- 20 Water Access
- 21 Waterfront
- 22 Water View
- 23 Wooded
- 24 Zero Lot Line

8. Lease Info (up to 3)

- 01 12 Month
- 02 3 Month
- 03 9 Month
- 04 Leased
- 05 Monthly
- 06 No Pets
- 07 Other
- 08 Security
- 09 Vacant

9. Equipment (up to 12)

- 01 Alarm
- 02 Central Vacuum
- 03 Compactor
- 04 Dishwasher
- 05 Disposal
- 06 Dryer
- 07 Gas Grill
- 08 Hot Tub
- 09 Intercom
- 10 Microwave
- 11 None
- 12 Opener
- 13 Other
- 14 Range Oven
- 15 Refrigerator
- 16 Smoke Alarm
- 17 Soft (lease)
- 18 Soft (to own)
- 19 Washer
- 20 Whirlpool

10. Miscellaneous (up to 12)

- 01 Attic Storage
- 02 Barn
- 03 Breaker Box
- 04 Cable TV
- 05 Carpet
- 06 Chattel
- 07 Coin Laundry
- 08 Common Entry
- 09 Common Rec
- 10 Common TV
- 11 Dryer ConE
- 12 Dryer ConG
- 13 Exercise Room
- 14 Fence
- 15 Fireplace
- 16 Fuse Box
- 17 Home Warranty
- 18 Hot Tub

- 19 In Pool
- 20 In Glass
- 21 LP leased
- 22 LP Owned
- 23 LP Supp
- 24 None
- 25 Other
- 26 Patio
- 27 Playground
- 28 Priv Entry
- 29 Private Yard
- 30 Range ConE
- 31 Range ConG
- 30 Satellite
- 31 Sauna
- 32 Screen(s)
- 33 Sec Light
- 34 Security
- 35 Separate Tub/Shower
- 36 Shed
- 37 Sprinkler
- 38 Storm(s)
- 39 Tennis
- 40 Walk-In
- 41 Wood Floors

11. Tenant Exp (up to 7)

- 01 Cable TV
- 02 Electric
- 03 Gas
- 04 Heat
- 05 Lawn
- 06 None
- 07 Other
- 08 Refuse
- 09 Sewer
- 10 Snow Removal
- 11 Water

12. Owner Exp (up to 7)

- 01 Cable TV
- 02 Electric
- 03 Gas
- 04 Heat
- 05 Insurance
- 06 Lawn
- 07 Maintenance
- 08 Manage
- 09 Miscellaneous
- 10 None
- 11 Refuse
- 12 Security
- 13 Sewer
- 14 Snow Removal
- 15 Taxes
- 16 Water

13. Heating (01)

- 01 Boiler
- 02 Forced Air
- 03 Geothermal
- 04 Gravity
- 05 Heat Pump
- 06 Hot Water
- 07 Other
- 08 Radiant
- 09 Radiator
- 10 Water Base

14. Heat Fuel (01)

- 01 Electric
- 02 Natural Gas
- 03 Oil
- 04 Other
- 05 Propane
- 06 Solar
- 07 Wood / Coal

15. Cooling (01)

- 01 Central Air
- 02 None
- 03 Other
- 04 Wall
- 05 Window

16. WaterHeater (01)

- 01 Electric
- 02 Gas
- 03 Oil
- 04 Other
- 05 Propane
- 06 Solar

17. Water (up to 2)

- 01 Holding
- 02 Other
- 03 Pond
- 04 Private
- 05 Public
- 06 Well

18. Sewer (up to 2)

- 01 Other
- 02 Sanitary
- 03 Septic
- 04 Storm(s)

19. Terms (up to 5)

- 01 Assume
- 02 Cash
- 03 Conventional
- 04 FHA
- 05 Land Contract
- 06 Lease Option
- 07 Lease Purchase
- 08 Other
- 09 Rent
- 10 Seller Assist
- 11 VA

20. Possession (01)

- 01 30 DAC
- 02 At Close
- 03 Negotiable
- 04 Other
- 05 Spec Date
- 06 Ten Right

21. Owner Status (01)

- 01 Agent Owned
- 02 Lender Owned
- 03 HUD Owned
- 04 Corporate Owned

Remarks: (max len 375)	<hr/> <hr/> <hr/> <hr/>
Private Remarks: (max len 100)	<hr/> <hr/> <hr/>
Agent Remarks: (max len 200)	<hr/> <hr/> <hr/> <hr/>
Directions To Property (max len 150)	<hr/> <hr/> <hr/>