

1

*Listing Agent (DRE) _____

MLS # Assigned by MLSListings Pro _____



Class 1- Single Family Residential *Required Information

Overview: Fill in the boxes for each section. When the listing is entered using MLSListings Pro, available system information will auto-populate (verify for accuracy).

Listing Agent Information	*Office (At "Start" available system info will auto-populate this section) _____	Preferred Phone Number _____	Agent Fax Number _____
	Listing Agent or Team _____	Office Phone Number _____	Office Fax Number _____
Location	*County _____	*APN - Parcel Number (enter zeros & dashes) _____	
	*Street Number _____	Street Direction (N, S, E, W) _____	*Street Name _____
	*MLS City _____	*Zip Code _____	*State _____
	*Postal City _____	*Listing Area _____	Unit/Space Number _____
	*Unincorporated: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Description & Maps	*Zoning _____	Tract Name _____	Builder _____
	*Sqft. of Residence _____	*Source: <input type="checkbox"/> Unreported <input type="checkbox"/> CO. Assessor <input type="checkbox"/> Agent <input type="checkbox"/> Seller	*Year Built _____
	*Lot Size _____	<input type="checkbox"/> Sqft. <input type="checkbox"/> Acres	*Source: <input type="checkbox"/> Unreported <input type="checkbox"/> CO. Assessor <input type="checkbox"/> Agent <input type="checkbox"/> Seller
	*Cross Street _____	Barclay Page # _____	Horizontal _____
		Vertical _____	Thomas Brothers Page # _____
		Grid # _____	
Listing Agreement & Schools	*Listing Agreement Type: <input type="checkbox"/> Exclusive Right To Sell <input type="checkbox"/> Exclusive Agency <input type="checkbox"/> Open <input type="checkbox"/> Exclusive Right to Sell with Reservations (to named parties) <input type="checkbox"/> Net <input type="checkbox"/> In-House Variable Rate Commission		
	Listing Agreement Scope: <input type="checkbox"/> Entry Only <input type="checkbox"/> Full Service <input type="checkbox"/> Limited Service		
	*List Date (MM/DD/YYYY) _____		*Expiration Date (MM/DD/YYYY) _____
	*Elementary School District Name _____		*High School District Name _____
	Elementary School Name _____		Middle School Name _____
	High School Name _____		
Financial	\$ _____	*Commission Rate _____	*Type: <input type="checkbox"/> Dollar Amount <input type="checkbox"/> UCB <input type="checkbox"/> Open <input type="checkbox"/> Percentage <input type="checkbox"/> LAL
	\$ _____	Association/Management Name (req'd. if fee) _____	*Sale Type: <input type="checkbox"/> Lender Approval Listings (Short Sale) <input type="checkbox"/> Unconfirmed Cooperating Broker's Compensation <input type="checkbox"/> N/A
	Association Fee _____	Association Phone Number (req'd. if fee) _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
		City Transfer Tax? _____	\$ _____
		Current Rent (if rented) _____	

Interior: Place an x in the to the left of the applicable characteristics. *Required Information

<p>*Bedrooms</p> <p><input type="checkbox"/> How Many? _____</p> <p><input type="checkbox"/> Studio</p> <p>Types</p> <p><input type="checkbox"/> 1 Master Bedroom Suite</p> <p><input type="checkbox"/> 2 or More Master Suites</p> <p><input type="checkbox"/> Ground Floor Bedroom</p> <p><input type="checkbox"/> Inverted Floor Plan</p> <p><input type="checkbox"/> Loft Bedroom</p> <p>Bathrooms</p> <p>*Baths:</p> <p><input type="checkbox"/> How Many? _____</p> <p>*Showers:</p> <p><input type="checkbox"/> How Many? _____</p> <p>Tubs & Shower:</p> <p><input type="checkbox"/> How Many? _____</p> <p>*Tubs</p> <p><input type="checkbox"/> How Many? _____</p> <p>Features:</p> <p><input type="checkbox"/> Bidet</p> <p><input type="checkbox"/> More than One 1/2 Bath</p> <p><input type="checkbox"/> Sauna</p> <p><input type="checkbox"/> Steam Shower</p> <p><input type="checkbox"/> Sunken Tub</p> <p><input type="checkbox"/> Tub in Master Bathroom</p> <p><input type="checkbox"/> Tub with Jets</p> <p><input type="checkbox"/> Other</p> <p>*Informal Dining Area</p> <p><input type="checkbox"/> No Informal Dining Area</p> <p><input type="checkbox"/> Breakfast Room</p> <p><input type="checkbox"/> Breakfast Nook</p> <p><input type="checkbox"/> Breakfast Bar</p> <p><input type="checkbox"/> Eat in Kitchen</p> <p><input type="checkbox"/> Dining "L"</p>	<p>*Formal Dining Area</p> <p><input type="checkbox"/> No Formal Dining Area</p> <p><input type="checkbox"/> Separate Dining Room</p> <p><input type="checkbox"/> Living Room /Dining Room Combo</p> <p>*Family Room</p> <p><input type="checkbox"/> No Family Room</p> <p><input type="checkbox"/> Separate Family Room</p> <p><input type="checkbox"/> Dining Area in Family Room</p> <p><input type="checkbox"/> Family Room Kitchen</p> <p>Other Areas</p> <p><input type="checkbox"/> Bonus Room</p> <p><input type="checkbox"/> Den or Study</p> <p><input type="checkbox"/> Library</p> <p><input type="checkbox"/> Office</p> <p><input type="checkbox"/> Recreation Room</p> <p><input type="checkbox"/> Utility Room</p> <p><input type="checkbox"/> Workshop</p> <p>Other Areas:</p> <p><input type="checkbox"/> Artist Studio</p> <p><input type="checkbox"/> Atrium</p> <p><input type="checkbox"/> Attic</p> <p><input type="checkbox"/> Extra Storage</p> <p><input type="checkbox"/> Formal Entry</p> <p><input type="checkbox"/> Full Basement</p> <p><input type="checkbox"/> Guest House</p> <p><input type="checkbox"/> Guest Quarters</p> <p><input type="checkbox"/> Laundry Area - Garage</p> <p><input type="checkbox"/> Laundry Area - Inside</p> <p><input type="checkbox"/> Loft</p> <p><input type="checkbox"/> Pantry</p> <p><input type="checkbox"/> Partial Basement</p> <p><input type="checkbox"/> Separate Living Unit</p> <p><input type="checkbox"/> Solarium</p> <p><input type="checkbox"/> Wine Cellar</p>	<p>Fireplace (s)</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Fireplace Location:</p> <p><input type="checkbox"/> Family Room</p> <p><input type="checkbox"/> Living Room</p> <p><input type="checkbox"/> Master Bedroom</p> <p><input type="checkbox"/> Other Location</p> <p>Description:</p> <p><input type="checkbox"/> Clean Air Certified</p> <p><input type="checkbox"/> Fireplace Insert</p> <p><input type="checkbox"/> Freestanding Fireplace</p> <p><input type="checkbox"/> Gas Log Only</p> <p><input type="checkbox"/> Gas Starter in Fireplace</p> <p><input type="checkbox"/> Ornamental Only</p> <p><input type="checkbox"/> Pellet Stove</p> <p><input type="checkbox"/> Two Way Fireplace</p> <p><input type="checkbox"/> Wood Burning</p> <p><input type="checkbox"/> Wood Stove</p> <p>Floor Coverings</p> <p><input type="checkbox"/> Area Carpeting</p> <p><input type="checkbox"/> Granite Floors</p> <p><input type="checkbox"/> Hardwood</p> <p><input type="checkbox"/> Linoleum or Vinyl</p> <p><input type="checkbox"/> Marble</p> <p><input type="checkbox"/> Partial Hardwood</p> <p><input type="checkbox"/> Slate</p> <p><input type="checkbox"/> Tile</p> <p><input type="checkbox"/> Wall to Wall Carpeting</p> <p><input type="checkbox"/> Wood (Commercial)</p> <p>Amenities</p> <p><input type="checkbox"/> 220 Volts in Kitchen</p> <p><input type="checkbox"/> 220 Volts in Laundry Area</p> <p><input type="checkbox"/> Air Purifier Built-in</p> <p><input type="checkbox"/> Attic Fan</p>	<p><input type="checkbox"/> Bay Windows</p> <p><input type="checkbox"/> Built-in Vacuum</p> <p><input type="checkbox"/> Cable TV Available</p> <p><input type="checkbox"/> Ceiling Fan(s)</p> <p><input type="checkbox"/> Central Fire Alarm</p> <p><input type="checkbox"/> Double Pane Windows</p> <p><input type="checkbox"/> Electric Water Heater</p> <p><input type="checkbox"/> Fire Sprinkler System</p> <p><input type="checkbox"/> Garden House Windows</p> <p><input type="checkbox"/> Gas Hookup in Kitchen</p> <p><input type="checkbox"/> Gas Hookup - Laundry</p> <p><input type="checkbox"/> Gas Water Heater</p> <p><input type="checkbox"/> High Ceilings</p> <p><input type="checkbox"/> Inside BBQ</p> <p><input type="checkbox"/> Intercom</p> <p><input type="checkbox"/> Satellite Dish</p> <p><input type="checkbox"/> Security Fence/Perimeter</p> <p><input type="checkbox"/> Skylight(s)</p> <p><input type="checkbox"/> Solar Water Heater</p> <p><input type="checkbox"/> TV Antenna</p> <p><input type="checkbox"/> Vaulted/Cathedral Ceiling</p> <p><input type="checkbox"/> Wet Bar</p> <p>*Heating System</p> <p><input type="checkbox"/> No Heating</p> <p><input type="checkbox"/> Baseboard Heat</p> <p><input type="checkbox"/> Bottled Gas Heat</p> <p><input type="checkbox"/> Central Forced Air Heat</p> <p><input type="checkbox"/> Electric Heat</p> <p><input type="checkbox"/> Floor Furnace</p> <p><input type="checkbox"/> Gas Heat</p> <p><input type="checkbox"/> Heat Pump</p> <p><input type="checkbox"/> Heat - See Fireplace</p> <p><input type="checkbox"/> More than 1 Heating Zone</p>	<p><input type="checkbox"/> Oil Heat</p> <p><input type="checkbox"/> Propane Gas Heat</p> <p><input type="checkbox"/> Radiant Heat</p> <p><input type="checkbox"/> Solar Heat</p> <p><input type="checkbox"/> Steam or Hot Water</p> <p><input type="checkbox"/> Wall Furnace</p> <p>*Cooling System</p> <p><input type="checkbox"/> No Cooling System</p> <p><input type="checkbox"/> Central Air Conditioning</p> <p><input type="checkbox"/> Evaporation Cooler</p> <p><input type="checkbox"/> Room Air Conditioner(s)</p> <p>Insulation:</p> <p><input type="checkbox"/> Ceilings Insulated</p> <p><input type="checkbox"/> Insulation Per Owner</p> <p><input type="checkbox"/> Insulation Unknown</p> <p><input type="checkbox"/> Walls Insulated</p> <p>*Listing Assets Included</p> <p><input type="checkbox"/> 1 Dishwasher</p> <p><input type="checkbox"/> 1 Refrigerator</p> <p><input type="checkbox"/> 2 or More Dishwashers</p> <p><input type="checkbox"/> 2 or More Ovens</p> <p><input type="checkbox"/> 2 or More Refrigerators</p> <p><input type="checkbox"/> Built-in Oven</p> <p><input type="checkbox"/> Built-in Oven/Range Combo</p> <p><input type="checkbox"/> Cooktop Range</p> <p><input type="checkbox"/> Disposal</p> <p><input type="checkbox"/> Dryer</p> <p><input type="checkbox"/> Free Standing Range/Oven</p> <p><input type="checkbox"/> Freezer</p> <p><input type="checkbox"/> Microwave Oven</p> <p><input type="checkbox"/> No Included Property</p> <p><input type="checkbox"/> Security Alarm System-Leased</p>	<p><input type="checkbox"/> Security Alarm System - Owned</p> <p><input type="checkbox"/> Self Cleaning Oven</p> <p><input type="checkbox"/> Trash Compactor</p> <p><input type="checkbox"/> Washer</p> <p><input type="checkbox"/> Water Softener - Owned</p> <p><input type="checkbox"/> Water Softener - Rented</p> <p><input type="checkbox"/> Water Treatment System</p> <p><input type="checkbox"/> Window Coverings</p> <p><input type="checkbox"/> Other Included Property</p>
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Exterior: Place an x in the to the left of the applicable characteristics.

Characteristics

*Property Type:

- Detached Single Family
 Attached Single Family

*Levels:

- 1 Story
 2 Stories
 3 Stories
 Bi/Split Level
 Tri Level

Style:

- Cabin
 Cape Cod
 Colonial
 Contemporary
 Cottage/Bungalow
 Country English
 French
 Georgian
 Mediterranean
 Modern/High Tech
 Ranch
 Spanish
 Traditional
 Tudor
 Victorian

Foundation, Roof & Exterior

*Foundation:

- Concrete Perimeter
 Concrete Perimeter & Slab
 Concrete Slab
 Foundation Pillars
 Masonry Perimeter
 Mud sill
 Other

- Post & Beam
 Post & Pier

*Roof:

- Clay
 Composition
 Concrete
 Fiberglass
 Foam
 Mansard
 Metal
 Rock
 Shake
 Shingle
 Slate
 Tar & Gravel
 Tile
 Wood
 Other

Exterior Features:

- Brick
 Metal
 Shingle
 Stone
 Stucco
 Vinyl
 Wood

View & Lot

View:

- Bay
 Canyon
 Lake
 Marina
 Neighborhood
 Ocean
 Valley

- City Lights
 Golf Course
 Green Belt
 Mountains

Lot Description:

- Agricultural Use
 Bay
 Corner
 Court
 Cul-de-sac
 Flag
 Level
 Sloped Down the Street
 Sloped Up the Street
 Ocean
 River/Stream/Lake
 T Intersection
 Water Front
 Zero Lot Line

Yard & Grounds

- Arena
 Automatic Sprinklers
 Barbecue Area
 Barn
 Boat Dock
 Deck
 Dog Run/Kennel
 Fenced Yard
 Game Court
 Gazebo
 Greenhouse
 Horse(s) Permitted
 Other Livestock Permitted
 Patio
 Patio or Deck Covered

- Patio or Deck Enclosed
 Possible Tennis Court Site
 Sprinklers - Front
 Sprinklers - Rear
 Stable
 Tennis Court
 Tennis Court - Community

*Garage & Parking

- No Garage/Parking
 1 Car Carport
 1 Car Garage
 2 Car Garage
 2 or More Car Carport
 3 or More Car Garage
 Attached
 Alley Access
 Detached
 Electric Door or Gate Opener
 Garage - Converted
 Guest Parking
 Off Street Parking
 RV or Boat Parking
 Street Parking Only
 Tandem
 Uncovered
 Underground (Commercial)

Pool & Sauna

*Pool: Yes No

Pool Description:

- Pool - Above Ground
 Pool - In Ground Concrete
 Pool - In Ground Other
 Pool - Indoor

Pool Options:

- Association Pool

- Black Bottom Pool
 Cabana/Dressing Room
 Electric Heated Pool
 Gas Heated Pool
 Lap Pool Only
 No Pool Heater
 Pool Cover
 Pool Membership Fee
 Pool Sweep Included
 Possible Pool Site
 Solar Pool Cover
 Solar Pool System

Hot Tub:

- Association Spa
 Sauna or Steam Room
 Spa or Hot Tub

Water

*Water Sources:

- Agricultural Well/Other
 City/Public Water
 Domestic Well
 Private/Mutual Water
 Shared Well
 Spring
 Storage Tank
 Other Water

Sewer

*Sewer/Septic:

- No Sewer or Septic
 Cesspool
 Septic
 Sewer In and Connected
 Sewer In Street and not Connected
 Sewer on Bond
 Sewer or Septic Inspection Required

Additional : Place an x in the to the left of the applicable characteristics.

Documents Available

- Association Documents
 CC&Rs
 Earthquake Disclosure
 Environmental Report
 Geological/Flood Report
 Land Lease Agreement
 Mello-Roos Information
 Permits-Specify in Remarks
 Pest Control Report
 Pool Report
 Preliminary Title Report
 Property Inspection Report
 R. E. Transfer Disclosure Statement
 Rental/Lease Agreements
 Road Agreement
 Roof Report

- Sewer/Septic Report
 Soils Report
 Water System Agreement
 Water Test Logs
 Well Report

Disclosures

Link: http://_____

Special Information

- Adjacent to Timber Production Zone
 Adjacent to Agricultural Zone
 Agent has Financial Interest
 Agent Related to Seller
 Bond(s) or Assessment(s)
 Call Listing Agent Before Writing Deposit Receipt

- Certain Fixed Real Property Excluded
 Common Ownership of Amenities
 Corporate Ownership
 Court Confirmation May Be Required
 Court Confirmation Required
 Fixer Upper
 Hazard Area Map Provided by Seller
 Lease Land
 Located in a Coastal Zone
 Pending Litigation
 School District Under Court Ruling
 Seller is Licensed R.E. Agent
 Subject to 1031 Tax Exchange
 Within Agricultural Zone

Homeowner's Protection, Energy, Special Features:

Warranty Information:

- No Home Warranty
 Home Warranty Provided by Seller
 Home Warranty Split 50/50

Energy Features:

- Caulked & Sealed Openings
 City or County Audit Required
 Insulated Hot Water Heater
 Low-Flow Shower Head(s)
 Low-Flow Toilet(s)
 Weather-Stripped Doors

Special Features:

- Bathroom Rails
 Elevator
 Flashing Doorbell Warning

- Handicapped Bathroom Features
 Lower Light Switches
 Wheelchair Ramps

*Earthquake Fault Zone & Flood Area

*Fault Zone

- No-Fault Zone
 Yes-Fault Zone
 Fault Zone-See Report

*Flood Area

- Flood Plain
 Flood Way
 Flood Zone-See Report
 No-Flood Zone
 Yes-Flood Zone

Remarks: Place an x in the to the left of the applicable characteristics.

Owner Occupant

Owner
Occupant

Additional Owner
Occupant Phone

*Occupant Type: Manager Tenant
 Owner Vacant

Possession: Immediate COE + 3-5 days Negotiate
 COE COE + 30 days Tenant Rights

Existing Financing

First Loan:

- None
 Conventional
 Private
 VA
 CAL-VET
 FHA
 Contract of Sale
 AITD
 Impounds Included
 Balloon Payments
 Graduated Payment Mortgage
 Adjustable Rate Mortgage

Assumable

- Fully Amortized
 Payment Includes PITI
 MIP/PMI Included in Payment
 Prepayment Penalty
 Seller May Carry

Second Loan:

- Private
 Conventional
 Assumable
 Not Assumable
 Fully Amortized
 Balloon

Third Loan:

Private

- Conventional
 Assumable
 Not Assumable
 Fully Amortized
 Balloon
 All Cash or Conventional
 Assumable By Qualified Vet
 Assumable Financing
 Buyers Fin. Statement Required
 CAL-VET Possible
 Contract of Sale
 FHA Possible

Lease Option

- New AITD
 Replace Trust Fund
 Seller May Carry 1st
 Seller May Carry 2nd or Other
 Seller May Pay Points
 Seller May Share Equity
 Trade Possible
 Use Existing Lender
 VA Possible

Total Loans:

\$ _____

Monthly Payment:

\$ _____

Cash to Assume: \$ _____

*Showing Instructions

- No Keysafe
 Supra Keysafe
 Other Keysafe-Call
 Combination Key Box
 Key in Listing Office
 Call First - Then Keysafe
 Appointment Only
 Call Listing Agent
 Go Direct
 Locked Main Entrance Gate
 Do Not Disturb Occupants

- Restricted Hours
 24-Hour Notice Required
 Make Offer Subject to Insp.
 Other

Internet Options

- *List Address Format:
 Show Full Address
 Do Not Show Address
 Show Partial Address
 Do Not Show in Public Address
*Internet List? Yes No
Sites Advertised:
 MLSListings.com
 CA MLSAlliance
 Realtor.com

