

Location & Tax												
Street Number *					Street Direction			N NE E SE S SW W NW				
Street Name *					City, State *							
Unit Number					County *							
Zip Code *					Tax ID *							
Subdivision/Develop *					Unit Location			Center End Other Pool				
Directions *												
Elementary School *				Middle/Junior High School *					High School *			
Listing Details												
Property Class *		Residential, Land, Multifamily, Rent, Comm.			Lease per Month *							
Property Subtype *		Single Family Condominium Townhouse Duplex Tri-plex Apartment Building Manufactured-Mobile Retirement Other			Available Date *							
					List Date *							
					Expiration Date *							
Advertise Seller Concessions?		Yes No			Seller Concessions Amount							
Minimum Lease * (Days)					Listing Agreement *			Exclusive Agency Exclusive Right to Lease				
Security Deposit *												
Public Remarks												
Private Remarks												
Office and Showing												
Listing Agent *					Co-Listing Agent							
Showing Service *		Realtracs Showings ShowingTime Other			Change Default Showing Phone							
Showing Instruction*		Agent Must be Present Call Agent Call Center Call Listing Office Show Anytime Other			Lock Box Type			Combo SentiLock Supra Other No Lockbox				
*** For Realtracs Showings Service please fill out Addendum												
Structure												
Sq Ft Main (est) *					Sq Ft Main (est) Source *			Agent-Measured Builder Owner-Supplied Other Prior-Appraisal Tax-Record Professional-Measurement				
Sq Ft Second					Sq Ft Third							
Year Built *					Sq Ft Basement							
Built Information *		Approximate Existing Historic Model New Renovated To Be Built			Construction Type		Aluminum All Brick Asbestos Block Exterior-Insulated- Coating Fiber-Cement Frame Hardboard Insulated- Concrete-Forms Log Partial-Brick Other Stone Struct- Insulated-Panels Stucco Vinyl-Siding Wood-Siding					
Number of Stories												
Floors		Bamboo/Cork Carpet Concrete Finished Wood Laminat Luxury Vinyl Marble Other Parquet Slate Tile Vinyl			Basement			Apartment Crawl Exterior Entry Finished Full None Other Partial Unfinished Partially Finished Walk-Out Access				
					Foundation			Block Brick/Mortar Combination Concrete Perimeter None Other Permanent Pillar/Post/Pier Raised Slab Stone				
Garage Spaces *			Features		Alley Access Assigned Attached Attached-FRONT Attached/Detached Basement Boat Detached		Attached-REAR		Attached-SIDE			
Carport Spaces			Features		Alley Access Assigned Attached Detached Private Unassigned							
Open Parking Spaces			Features (3)		Aggregate Alley Access Asphalt Assigned Circular Driveway Concrete Driveway Gravel On Street Parking Lot Parking Pad Paved Shared Driveway Unassigned Unpaved							
Accessibility Features		Accessible Approach with Ramp, Accessible Doors, Accessible Elevator Installed, Accessible Entrance, Accessible Hallways, Exterior Wheelchair Lift, Smart Technology, Stair Lift			Interior Features *		Air Filter Bookcases Built-In Features Ceiling Fan Central Vacuum, Dehumidifier, Elevator Entry Foyer, Extra Closets, Hot Tub , Humidifier, In-Law Quarters, Intercom System, Open Floorplan Recording Studio, Redecorated, Smart Appliance(s), Smart Camera(s)/Recording, Smart Light(s), Smart Thermostat, Storage, Wet Bar, Walk-in Closets, Water Filter					
Total Fireplaces												
Fireplace Features		Den Electric Fireplace Family Room Gas Great Room Living Room Rec Room Wood Burning										
Exterior Features		Balcony Barn Garage Door Opener Gas Grill Guest House Irrigation Sprinkler Smart Camera(s)/Recording Smart Irrigation Smart Light(s) Smart Lock(s) Stable Storage Building Storm Shelter Tennis Court										
Roof Material		Aluminum Asbestos Asphalt Built-up Cement Shake Clay Tile Composition Shingle Concrete Tile Copper Corrugated Metal Green – Vegetation Membrane Metal Other Reflective Roof Coating Slate Solar Panel Standing Seam Steel Steel Tar and Gravel Thatched Tile Urethane Wood Shake Wood Shingle										

Patio/ Porch Features	Covered Deck Covered Patio Covered Porch Deck Patio Porch Screened Deck Screened Patio Screened Patio/Deck				Green Certifying Body				Energy Star LEED Certified Earth Craft NAHB – Bronze NAHB – Silver NAHB – Gold Environments for Living – Gold Environments for Living – Platinum Environments for Living - Diamond					
Rooms														
	Main *		Second Floor			Third Floor			Basement		Other (not counted in Total)			
Bedrooms	Primary on Main? Yes / No													(0-99)
Full Baths														(0-99)
Half Baths														(0-99)
1 st Bedroom *	x		Dressing Room Full Bath Extra Large Closet Half Bath Suite Whirlpool Walk-in Closet			2 nd Bedroom			x		Bath Extra Large Closets Walk-in Closet			
3 rd Bedroom	x		Bath Extra Large Closet Walk-in Closet			4 th Bedroom			x		Bath Extra Large Closet Walk-in Closet			
Living Room *	x		Combination Room Formal Great Room Separate Sunken			Kitchen *			x		Country Eat-in Nook Pantry			
Dining Room	x		Combination Formal L-shaped None Other Separate			Den			x		Bookcases Combination Paneled Separate			
Recreation-Bonus Room	x		2 nd floor Basement Level Main Level Over Garage Wet Bar Unfinished 3 rd Floor			Hobby Room			x		Darkroom Greenhouse Other Sewing Workshop			
Additional Room 1	x		Bedroom 5 Bedroom 6 Breakfast Exercise Florida Gathering Interior Expansion Library Maid Media Music Office Utility			Additional Room 2			x		Bedroom 5 Bedroom 6 Breakfast Exercise Florida Gathering Interior Expansion Library Maid Media Music Office Utility			
Living Spaces Not in Main Dwelling Values placed in “Other bedrooms and baths” are not in the residence totals. You must have an associated value in “Sq. Ft. Other.”														
Sq Ft Other			Other Structures			Detached Apartment Detached Studio Storage Other		Guest House Pool House Finished						
# Bedrooms Other Structures					# Full Baths Other Structures					# Half Baths Other Structures				
Characteristics														
Fence	Back Yard Chain Link Dog Run Front Yard Full Yard Partial Privacy Split Rail													
View	Bluff Brow/Valley City Lake Golf Course Mountain Other River Seasonal Trees/Woods Water													
Community Amenities		55-Up Community Clubhouse Dog Park Fitness Center Gated Community Golf Course Laundry Facilities No Laundry Facilities Park Pickleball Court Playground Pool Sidewalks Tennis Courts Underground Utilities Walking Trail												
Pool Description		Above Ground Indoor In-ground None				Waterfront Description			Creek Lakefront Riverfront Pond					
Waterfront Dock		Community Dock Permit Dock on Property No dock				Mailbox			Central Door Mailbox					
Homeowner’s Association (HOA)														
Association *	YES NO		Association Transfer Fee		\$	WHOLE DOLLARS	Association Fee		\$	WHOLE DOLLARS	Association Fee Paid		Monthly Quarterly Triannual Semannually Annually	
Association Fee Includes	Cable TV Electricity Exterior Maintenance Gas Grounds Maintenance Insurance Internet Maint. On Pool/Tennis/Club Pest Control Sewer Trash Pickup Water					Pets Permitted		Yes No See Remarks						
Utilities														
Electric Pays *	Owner or Tenant Pays		Water Pays *			Owner or Tenant Pays			Gas Pays			Owner or Tenant Pays		
Water Source		Cistern City Other Spring Utility District Well				Sewer System		None Other Pvt. Sewer Pub Sewer Sewer Avail. Septic Tank Septic Tank Available STEP System						
Cooling		Attic Fan Ceiling Fan(s) inter Central Air Dual Electric Gas Geothermal None Other Wall/Window Unit(s) Whole House Fan												
Heating		Baseboard Central Coal Dual Energy Star Qualified Equipment Electric Floor Furnace Furnace Geothermal Heat Pump Natural Gas None Oil Other Propane Radiant Solar Stove Wall Furnace Wood Zoned												
Energy/Green Features (20)		Attic Fan Cellulose Insulation Dual Flush Toilets Energy Star Windows Energy Star Hot Water Heater Fireplace Insert Inst Hot Water Dispenser Insulated Glass Windows Low Flow Plumb Fixtures Low VOC Paints NES Insulation Pkg. Programmable Thermostat Sealed Ducts Solar Heat-Active Solar Heat-Passive Solar Water Heater Spray Foam Insulation Storm Doors Storm Windows Tank-less Water Heater TVA Insulation Package												
Cable/Internet		Cable TV High-Speed Internet Satellite Dish												
Laundry Connections		Electric Dryer Hookup Gas Dryer Hookup Washer Hookup												
Equipment														
Other Appliances		Compactor Microwave Dishwasher Range/Oven Disposal Refrigerator Dryer Energy Star Appliances Freezer Grill Icemaker Stainless Steel Appliance(s) Washer												
Security Features		Fire Alarm Fire Sprinkler System Security Gate Security Guard Security System Smoke Detectors												
Marketing														
Marketing Reach *		Public Distribution Realtracs Exclusive Company Exclusive												

Realtracs Showings: Settings and Availability				
Auto-Accept New Requests	Yes	No	Listing Agent Notification	Text Email
Overlap Showing Times	Yes	No	Max _____	Available Start Time (on hour)
				Available End Time (on hour)
Appointment Duration	15 min	30 min	60 min.	Minimum Notice to Show (hours)
Showing Instructions				

Realtracs Showings: Collaboration			
Request Feedback	Yes	No	Showing Restriction 1
Seller Text Notifications and Showing Portal	Yes	No	Showing Restriction 2
Make Feedback Visible to Seller in Portal	Yes	No	Showing Restriction 3
Seller Contacts ^{*(2)}			