

Rev. 07/14/2026

Realtracs, Inc. Residential Input Form

* = required fields (n) = number of choices

Location & Tax									
Street Number *					Street Direction		N NE E SE S SW W NW		
Street Name *					Zip Code *				
Unit Number					Lot Number				
City, State *					Annual Property Taxes *				
County *					Subdivision/Development *				
Tax ID *					Unit Location		Center	End	Other Pool
Directions *									
Elementary School *									
Middle/Junior High School *									
High School *									
Listing Details									
Property Class *		Residential Land MultiFamily Rent Commercial			List Price * (N/A for Auction)				
Property Subtype *		Site Built Modular Manufactured-Foundation Manufactured-Mobile HPR-Detached			List Date * Date of Signed Listing Agreement				
		Townhouse Flat Condo Garden Condo Highrise Condo Loft Condo Other Condo HPR-Attached Zero Lot Line-Attached			Expiration Date * Listing Agreement End Date				
Advertise Seller Concessions?		Yes No			Seller Concessions Amount				
Special Listing Conditions *		Standard Absolute Auction Reserve Auction HUD Home Other Foreclosure Owner Agent Short Sale VA Foreclosure			Listing Agreement *		Exclusive Agency Exclusive Right to Sell Exclusive Right to Lease		
Possession *		Date of Deed DOD+30 Immediate Negotiable							
Rental Policies		Long-Term Allowed Short-Term Allowed Short-Term Occupancy Only Renting Forbidden			Gross Annual Income		\$ (whole dollars)		
Public Remarks									
Private Remarks									
Deed Book and Page			Buyer Financing (8)		Assumable FHA Other Owner Financing Owner-Lease Purchase Owner-Lease Option USDA/Rural VA				
Office and Showing									
Listing Agent *					Co-Listing Agent				
Showing Service *		Realtracs Showings ShowingTime Other			Change Default Showing Phone				
Showing Instructions		Agent Must be Present Call Agent Call Center Call Listing Office Show Anytime Other			Lock Box Type		Combo Sentrilock 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 *		Historic Renovated Approximate Model Existing New To Be Built			Constructi on 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		
Estimated Completion		(mm/dd/yyyy)							
Number of Stories									
Floors *	Bamboo/Cork Concrete Carpet Finished Wood Laminate Luxury Vinyl Marble Other Parquet Slate Tile Vinyl				Foundation *			Block Brick/Mortar Combination Concrete Perimeter None Other Permanent Piller/Post/Pier Raised Slab Stone	
Basement *		Apartment Crawl Exterior Entry Finished Full None Other Partial Partially Finished Unfinished Walk-Out Access			Total Number of Fireplaces				

Fireplace Features		Den	Electric Fireplace		Family Room	Gas	Great Room	Living Room	Rec Room	Wood Burning				
Garage Spaces *			Features	Alley Access Attached/Detached		Assigned Basement	Attached Boat	Attached-FRONT Detached		Attached-REAR Private		Attached-SIDE Unassigned		
Carport Spaces			Features	Alley Access		Assigned	Attached	Detached	Private	Unassigned				
Open Parking Spaces			Features	Aggregate Street	Alley Access Parking Lot	Asphalt Parking Pad	Assigned Shared Driveway	Circular Driveway	Concrete Unassigned	Driveway	Gravel	On		
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 Filtration Bookcases Built-In Features Ceiling Fan Central Vacuum Dehumidifier Elevator Entry Foyer Extra Closets Hot Tub Humidifier In-Law Quarters Intercom System Open Floorplan Pantry Recording Studio Redecorated Smart Appliance(s) Smart Camera(s)/Recording Smart Light(s) Smart Thermostat Storage Wet Bar Walk-in Closets Water Filter					
Exterior Features	Balcony Barn Guest House Irrigation Smart Camera(s)/Recording Smart Lock(s) Tennis Court			Garage Door Opener Gas Grill Sprinkler Smart Irrigation Smart Light(s) Storage Building Storm Shelter			Style		A-Frame Cape Cod Cabin Chalet Craftsman Colonial Country Contemporary Cottage Historical Log Ranch Rustic Split-foyer Split-level Traditional Tudor Victorian Other					
Roof Material		Aluminum Corrugated Standing Seam Steel		Asbestos Metal	Asphalt Green – Vegetation Steel	Built-up Metal Tar and Gravel	Cement Shake Membrane	Clay Tile Other	Composition Shingle Reflective Roof Coating Urethane	Concrete Tile Slate	Copper Solar Panel			
Patio/Porch Features	Covered Deck Patio Covered Patio Porch Covered Porch Screened Screened Patio Deck Screened Deck					Green Certifying Body				Energy Star 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 Extra Large Closet Suite			Full Bath Half Bath Walk-in Closet		2 nd Bedroom		x Bath Walk-in Closet		Extra Large Closets		
3 rd Bedroom	x		Bath Extra Large Closet Closet			Walk-in		4 th Bedroom		x Bath Extra Large Closet		Walk-in Closet		
Primary Bath Type	Combo Tub/Shower Shower/Tub			Half Bath Tub Only	Shower Only Whirlpool	Separate		Primary Bath Description		Ceramic Tile Double Vanities Primary Bedroom None Suite				
Living Room	x		Combination Separate		Formal Sunken	Great Room		Kitchen		x Country Eat-in Nook		Pantry		
Dining Room	x		Combination None		Formal Other	L-shaped Separate		Den		x Bookcases Paneled		Combination Separate		
Recreation - Bonus Room	x		2 nd floor Level Unfinished		Basement Over Garage 3 rd Floor	Main Level Wet Bar		Hobby Room		x Darkroom Workshop		Greenhouse Other Sewing		
Additional Room 1	x		Bedroom 5 Exercise Interior Media		Bedroom 6 Florida Expansion Music	Breakfast Gathering Library Maid Office Utility		Additional Room 2		x Bedroom 5 Florida Interior Music		Bedroom 6 Gathering Library Office Breakfast Maid Media		
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 Storage Other		Detached Studio		Guest House		Pool House Finished		
# Bedrooms Other Structures					# Full Baths Other Structures					# Half Baths Other Structures				
Characteristics														
Acres *			Acreage Source		Agent Calculate		Appraiser	Calculated from Plat		Owner Provided		Survey	Tax Record	
Lot Size			Fence		Back Yard		Chain Link	Dog Run	Front Yard	Full Yard	Partial	Privacy	Split Rail	
View	Bluff River		Brow/Valley Seasonal	City Lake Trees/Woods	Golf Course Water	Mountain Other		Lot Features		Cleared Level Sloped		Cul-de-sac Low Views	Corner Lot Private Wooded	Hilly Rolling Slope Zero Lot Line Other
Community Amenities (6)			55-Up Community Pickleball Court Walking Trail		Clubhouse Playground	Dog Park Pool	Fitness Center Sidewalks	Gated Community Tennis Courts		Golf Course Underground Utilities		Park		
Pool	Above Ground		Indoor	In-ground	None		Waterfront Description		Creek Access	Lakefront Year Round	Pond	Riverfront	Summer	
Dock	Community		Dock on Property		Dock Permit	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 Semiannual Annually		
Association Fee Includes (4)	Cable TV Control		Electricity Sewer	Exterior Maintenance Trash Pickup		Gas Water	Grounds Maintenance		Insurance	Internet	Maint. On Pool/Tennis/Club		Pest	
Trailers Permitted	N/A Yes No		Pets Permitted			Yes No See Remarks								
Utilities														
Water Source*		Cistern City Water Utility District				None Well	Other Spring	Sewer System*		None Tank	Other Septic Tank Available	Pvt. Sewer Available	Pub Sewer Sewer Available	STEP System Shared Septic

Cooling*	Attic Fan Ceiling Fan(s) Central Air Dual Electric Gas Geothermal None Other Wall/Window Unit(s)
Heating*	Baseboard Central Coal Dual Energy Star Qualified Equipment Electric Floor Furnace Forced Air Furnace Geothermal Heat Pump Natural Gas None Oil Other Propane Radiant Solar Stove Wall Furnace Wood Zoned
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	
Oven Source *	Electric Gas None Oven Description * Built-in Double Oven None Other Single Oven
Range Source *	Electric Gas None Other Range Description * Built-in Cook Top Drop-in No Range Other Stove
Other Appliances	Compactor Dishwasher Disposal Dryer Energy Star Appliances Freezer Grill Ice Maker Microwave Refrigerator Stainless Steel Appliance(s) Washer
Security Features	Carbon Monoxide Detector(s) 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)			