



# RESIDENTIAL LISTING INPUT SHEET

All red areas with an asterisk \* are REQUIRED fields.

► Please make your selections (\*red indicates required field), then select place pin on Maps.

•Property Type  Residential  Manufactured/Mobile  Multi-Family  Farm Business  
 Land  Commercial/Indust  Opportunity

\*County \_\_\_\_\_

APN Number \_\_\_\_\_

\*Street# - Modifier Direction \_\_\_\_\_

North  South  East  West

• Street Name \_\_\_\_\_

\*City \_\_\_\_\_ Zip Code \_\_\_\_\_

## Listing Information (\* indicates required field)

Listing Approved Yes No

Staff Note (maximum 300 characters)

## Property Information

Amenity Name

\*Status Active Inactive

\*Office \_\_\_\_\_ \* Agent ID \_\_\_\_\_

### Comp Listing

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

\*State \_\_\_\_\_

\*Area \_\_\_\_\_

\*County \_\_\_\_\_ \*APN # \_\_\_\_\_

Address \*Street # - Modifier \_\_\_\_\_ Direction \_\_\_\_\_ \*Street Name \_\_\_\_\_  
\*City \_\_\_\_\_ Zip Code \_\_\_\_\_

\*Additional APNs Yes No

\*APN#2 \_\_\_\_\_

\* APN#3 \_\_\_\_\_

\*APN#4 \_\_\_\_\_

\*APN#5 \_\_\_\_\_

\*Listing Period: \*Listing Date \_\_\_\_\_ Expiration Date \_\_\_\_\_

\*Market Date \_\_\_\_\_

CDOM \_\_\_\_\_ Clear the CDOM field to recalculate CDOM when the form is submitted

\*Listing Price \_\_\_\_\_, \_\_\_\_\_

\*Original Price \_\_\_\_\_, \_\_\_\_\_

*Property Subtypes Primary	Single Family Resi	Condo	Townhouse	PUD	Multi-Dwelling
	House on Lot	Houses on Lot	Other	Rural/Residence	
	Auction				

Secondary	Single Family Resi	Condo	Townhouse	PUD	Multi-Dwelling
	House on Lot	Houses on Lot	Other	Rural/Residence	
	Auction				

\*Bathrooms Full Baths \_\_\_\_\_ Half Baths \_\_\_\_\_  
(\*At least one bathroom field required)

\*Bedrooms # \_\_\_\_\_ Total possible bedrooms \_\_\_\_\_

\*Lot Size \_\_\_\_\_ (-0.0283 Acres)

\*Lot Size Source Agent Appraiser Assessor Builder Estimated Seller

\*Approx Sqft \_\_\_\_\_ Appraiser

\*Sqft Source Appraiser Assessor Builder Estimated Seller Agent

\*Year Built \_\_\_\_\_ OR New Construction

**Room Information**

Up to 9 entries allowed

- |              |                    |
|--------------|--------------------|
| Basement     | Den                |
| Bedroom 2    | Dining Room        |
| Bedroom 3    | Family/Livingroom  |
| Bedroom 4    | Formal Living Room |
| Bedroom 5    | Kitchen            |
| Bonus Room 1 | Primary Bedroom    |
| Bonus Room 2 | Utility Room       |

<b>Primary Bedroom Dimensions</b>	Length	Width	Level	Comment
<b>Bedroom 2 Dimensions</b>	Length	Width	Level	Comment
<b>Bedroom 3 Dimensions</b>	Length	Width	Level	Comment
<b>Bedroom 4 Dimensions</b>	Length	Width	Level	Comment
<b>Bedroom 5 Dimensions</b>	Length	Width	Level	Comment
<b>Bonus Room 1 Dimensions</b>	Length	Width	Level	Comment
<b>Bonus Room 2 Dimensions</b>	Length	Width	Level	Comment
<b>Formal Living Room Dimensions</b>	Length	Width	Level	Comment
<b>Family/Living Room Dimensions</b>	Length	Width	Level	Comment
<b>Dining Room Dimensions</b>	Length	Width	Level	Comment
<b>Kitchen Dimensions</b>	Length	Width	Level	Comment
<b>Breakfast Room Dimensions</b>	Length	Width	Level	Comment
<b>Den Dimensions</b>	Length	Width	Level	Comment
<b>Utility Room Dimensions</b>	Length	Width	Level	Comment
<b>Basement</b>	Length	Width	Level	Comment

## Interior

<b>Interior Amenities</b>	<b>Comment</b>
---------------------------	----------------

<b>Garage Door Opener</b>	<b>Surround Sound Wired</b>
<b>Home Theatre</b>	<b>Sauna</b>
<b>Intercom</b>	<b>Vaulted Ceiling(s)</b>
<b>Jet Tub</b>	<b>Walk in Closet(s)</b>
<b>Multi Phone Line</b>	<b>Walk in Shower</b>
<b>Other</b>	<b>Wet Bar</b>

## Appliances Included

Built in Microwave	Electric Range/Oven	Trash Compactor
Built In Refrig	Freezer	Warming Drawer
Central Vacuum	Garbage Disposal	Washer
Convection Oven	Gas Range/Oven	Water Conditioner
Cooktop	Gas Surface Unit	Water Filter
Dishwasher	Humidifier	Water Softner Owned
Double Oven	Indoor Grill	Water Softner Rntd
Downdraft	Instant Water Heater	Wine Refridgerator
Dryer	Other	
Elec Surface Unit	Range Hood	

## Floors

Bamboo	LVT	Tile Floors
Carpet	Marble	Vinyl Floors
Concrete	Other	
Hardwood Floors	Pebble Flooring	
Laminate Floors	Pergo	
Linoleum Floors	Stone Floors	

\*Fireplace      KW      No

## \*Fireplace Features

Comment

Circulating	Insert
Dual Sided	Masonry
Free Standing	None
Gas Log	One
Gas Starter	Pellet Stove
Heat-O-Lator/Blower	Prefab
In Family Room	Remote
In Living Room	Three or more
In Master Bedroom	Two
	Ventless Gas Heater

**Heating****Comment**

Baseboards	Natural Gas
Central Dual	Pellet Stove
Electric Floor	Propane Solar
Furnace Heat	Space Heater
Pump	Wall Heater
Hydronic	Wood
Multi-Zoned	

**Cooling****Comment**

13+ Steer	Gas
Attic Fan	Multi Unit
Ceiling Fan(s)	Multi-Zoned
Central	None
Dual	Other
Ductless or Split	Smart Vent
Electric Evaporative	Wall/Window Unit
Cooler	Whole House Fan

**Water Heater Types****Comment**

Electric	Propane
Gas	Solar
Other	Tankless

<b>Laundry</b>		<b>Comment</b>
220V/Electric	In Garage	
Cabinets	In Kitchen	
Closet	Laundry Sink	
Community	Room	
Gas	Stackable	
In Basement	Upper Floor	
	Upper Flr Lndry Shoot	

<b>Basement</b>		<b>Comment</b>
Crawl Space	Other	
Finished Full	Partial Basement	
Basement	Slab	
None	Unfinished	

<b>Security Features</b>		<b>Comment</b>
Audio Recording Dev.		
Audio/Video Sec System		
Controlled Access Fire		
Alarm		
Fire Suppression System		
Gated		
Other		
Sec Bars w/ Quick Rs Sec		
System Prewired Sec		
System Leased		
Sec System Owned		
Sec System Rented		
Smoke Detectors Video		
Recording Dev Window		
Security Bars		

## Accessibility Features

Accessible Doors  
Bathroom Fixtures  
Other  
Stair Lift  
Wheelchair Accessible  
Wheelchair Accessible Shower

Accessible Elevator  
Kitchen Cabinets  
Ramp  
Exterior Wheelchair Lift  
Hand Rails

\*Ramp Width \_\_\_\_\_  
\*Ramp Rise \_\_\_\_\_  
\*Ramp Slope Ratio \_\_\_\_\_  
\*Ramp Landings \_\_\_\_\_  
\*Ramp Handrails \_\_\_\_\_  
\*Ramp Firm Surface \_\_\_\_\_  
\*Ramp Slip Resistant Surface \_\_\_\_\_

## Windows

## Comment

Bay Window  
Dual Pane  
Dual Pane Partial  
Garden Windows  
Screens  
Single Pane

Skylight(s)  
Solar Screens  
Storm  
Triple Pane  
Vinyl  
Wood

## Window Treatments

## Comment

All Stay  
Blinds  
Curtains  
Drapes  
None

None Stay  
Rods  
Shades  
Shutters  
Some Stay

## Utilities

## Utilities

## Comment

220 Volts  
3 Phase  
440 Volts  
All Electric  
All Public

Natri Gas Connected  
Natural Gas Avail  
Other  
Propane  
Underground Utilities

\*Solar            Yes            No

\* Solar Comments

\* Solar Power kWh \_\_\_\_\_

\* Solar Ownership \_\_\_\_\_

\* Total Amount Owed \_\_\_\_\_

\* # of Payments Remaining \_\_\_\_\_

**\*Solar Options**

**Comment**

Up to 7 Options allowed

- |                         |                    |
|-------------------------|--------------------|
| Solar Battery in Garage | Solar Panels       |
| Solar Battery Offsite   | Solar Screens      |
| Solar Domestic Water    | Solar Tubes        |
| Solar Ground            | Solar Water Panels |
| Solar Heating           |                    |

**Water Source**

**Comment**

- |                |             |
|----------------|-------------|
| Domestic Water | Public      |
| Metered        | Shared Well |
| None           | Well        |
| Other          |             |

**\*Well Type**

**Comment**

- |                |        |
|----------------|--------|
| Community Well | Public |
| Private Well   | Shared |

**\*Well Level** \_\_\_\_\_

**\*Well Depth** \_\_\_\_\_

**\*Well G.P.M** \_\_\_\_\_

**\*Well HP** \_\_\_\_\_

**Sewer**

**Comment**

- |                  |                      |
|------------------|----------------------|
| None             | RV Septic Disposal   |
| Other            | Septic Needed Septic |
| Public Available | Tank                 |
| Public Sewer     |                      |



## Association

Amenity Name

Comment

\*HOA Yes No

\*HOA Dues \_\_\_\_\_

\*HOA Frequency \_\_\_\_\_

## Association Includes

Building Maintenance	Road
Cable TV	Roof
Common Area(s)	Sewer
Electricity	Swimming Pool
Gas	Taxes
Insurance	Trash
Lawn Maintenance	Water
Rec. Facilities	

## Assoc Amenities

Comment

Age Restriction	Picnic Area
Athletic Facilities	Playground
BBQ	Pool
Cable TV	Security Guard
Club House Golf	Sauna
Memberships	Spa
Gated Community	Storage
Pets Allowed	Tennis Courts

## Restrictions

Comment

Age Restrictions	Other
Children	Pets
Exterior Alterations	RV's
Guests	Signs

## Exterior

### Exterior

### Comments

Alcan	Other
Aluminum	Shingle Siding
Block	Steel
Brick	Stone Veneer
Brick Veneer	Stucco
Cement Board	Unknown
Concrete	Vinyl Siding
Fiberglass	Wood Siding
Framed	
Log	
Masonite	
Metal Siding	

### Architectural Style

### Comment

Cabin	Remodeled
Colonial	Retirement Community
Contemporary	Semi Custom
Cottage/Bungalow	Spanish
Custom	Townhouse
Fixer Upper	Tract
Historical/Preserve	Tudor
Mediterranean	Updated
Other	Victorian
Ranch/County	Zero Lot Line

### Exterior Amenities

### Comment

Atrium	Dog Run
Built in BBQ	Fire Pit
Courtyard	Gazebo
Dog Pen	Golf Course
Dog Run	
Fire Pit	

### Other Structures

2 Homes on Lot	Barn	Guest House
Bar	Green House	

**Horse Property**

Yes No

**\*Horse Amenities**

Comment

1-6 Stalls	Other
7+ Stalls	Pasture
Arena	Pasture Irrigated
Arena Covered	Pole Barn
Barn	Riding Trail
Boa Boarding Stable	Round Pen
Sta Cross Fenced	Wash Rack
Fenced	

**\*Garage Capacity****\*Garage Type**

Comment

Alley Access	Garage Detached
Carport Attached	None
Carport Detached	Other
Combination	Over Sized
Converted	Tandem
Garage Attached	

**\*Pool**

Yes

No

**\*Spa**

Yes

No

**\*Pool Features**

Comment

Above Ground Pool	In-Ground Pool
Aggregate Pool	Lap Pool
Community	Other
Fenced Pool	Pebble
Fiber Optic lighting	Solar Heated
Fiberglass Pool	Vinyl
Gunite Pool	Water Feature
Heated Pool	Waterfall

**\*Porch/Patio****\*Porch/Patio Features**

Comment

Open Deck	Screened patio
Open Patio	Screened Porch
Open Porch	Sun Room
Open Stoop	Wrap Around
Other	

## Landscaping

Custom Concrete	Misting System
Fruit Trees	Other
Garden Area	Shade Trees
Lighting	Synthetic Lawn
Mature Landscaping	

## Fencing

Comment

Block Fence	None
Brick Fence	Other
Crossed Fenced	Perimeter
Fenced	Some Fencing
Metal Fence	Wood Fence

## Sprinklers

Comment

Automatic	Manual
Drip System	Other
Front	Rear

## Foundation

Comment

Concrete Perimeter	Raised
Not on Foundation	Slab
Post & Pier	

## Roof

Comment

Asphalt	Shake
Composition	Shingle
Fiberglass	Slate
Flat	Stone
Mansard	Synthetic
Metal	Tar & Gravel
Other	Tile
Rock	Wood
Rolled/Hot Mop	

**Site Description****Comment**

Corner Lot	Park View
Cul-de-Sac	Pond Seasonal
Gated Community	Possible Split
Irregular	Ranch
Lake View	River Frontage
Level	Sloped
Lot Grade Varies	Waterfront
On Golf Course	

**Road Description****Comment**

Alley Paved	None
Asphalt	Paved
Chip and Seal	Private
Concrete	Public Maintained
Dirt	See Remarks
Gravel	Unimproved
Maintenance Agrmnt	

\* Submit offer by email                      Yes                      No

\*Offer Email address \_\_\_\_\_

Seller will consider concessions                      Yes                      No

Listing Type \_\_\_\_\_

Service Level \_\_\_\_\_

Probate                      Yes                      No

Court Confirmation \_\_\_\_\_

Short Sale                      Yes                      No

Foreclosure                      Yes                      No

HAP (Legacy)                      Yes                      No

\*HUD                      Yes                      No

\*91 Day Flip                      Yes                      No

\*Rule applies until \_\_\_\_\_

Owner Name \_\_\_\_\_

Occupant Name \_\_\_\_\_

Terms		Comment
1031 Exchange	Lease Purchase	
Assumption	Life Estate	
Cash	Other	
Conventional	Owner Carry	
FHA	TAS	
Lease Option	VA Loan	

Possession		Comment
At Closing	Other	
Immediate	Seller Rent Back	
Negotiable	Sub to Tenant Rights	

Warranty Program		Comment
Builder Warranty	Seller Provided	
Negotiable	Warranty Available	
Other		

Documents Provided		
Appraisal	Lead Based Paint	Seller Disclosure
Budget	Leases	Septic Inspection
Bylaws	MDR	Soil Test
CC&R's	NHD	Solar Contract
CLUE Report	Natural Hazard Disclosure	Survey
Earthquake	Other	TDS
Environmental Hazard	Pest Control Report	Termite Report
Financial Statement	Prelim Title Report	Water Potability
HOA Documents	Radon Test	Water Rights
Home Inspection	Roof Certifications	Well Inspection
House Plans	Rules & Regulations	

Special Disclosures <a href="#">Up to 19 entries allowed</a>			
Access Seasonal	Flight Path	Other	Underground Tanks
Agent/Owner Related	Flood Zone	Rental Deed Restrict	Variance
Contaminated Site	Food Plain	Reports Available	Wetlands
Death on Property	Gas/Oil Wells	See Remarks/Attachments	
Easements	Leases	Special Review	
Existing Mines			

**Bond Assessments****Comment****Local Assessments****Other****Mello Roos****Unknown****No****Yes****Property ADU****Amenity****\*Property ADU** Yes No**\*Type of ADU** \_\_\_\_\_**\*Sqft of ADU** \_\_\_\_\_**\*Sqft of ADU Source** \_\_\_\_\_**\*ADU Parking** Yes No**\*ADU Separate Address** Yes No**\*ADU Gas Meter** Yes No**\*ADU Water Meter** Yes No**\*ADU Electric Meter** Yes No**\*ADU Beds** \_\_\_\_\_**\* ADU Baths** \_\_\_\_\_**\*ADU Occupied** Yes No**\*ADU Attached** Yes No**\*ADU Kitchen** Yes No**ADU Entry Level** \_\_\_\_\_**\*ADU Year Built Source** \_\_\_\_\_**\*ADU Year Built** \_\_\_\_\_**\*ADU Showing Contact** \_\_\_\_\_**\*ADU Rented** Yes No**Showing Information****\*Lock Box** Yes No**\*Lock Box Type**  
Up to 8 entries allowed**Call Listing Office** See Remarks**Call Seller Direct** SentiLock**Combo** Supra**None****Other****\*Lockbox Location**

**\*Showing Instructions**

**Comment**

Up to 9 entries allowed

- |                      |                     |
|----------------------|---------------------|
| 24 Hr. notice        | Lock Box            |
| Alarm                | None                |
| Appointment only     | Not Sunday          |
| Audio Recording Dev  | Occupied            |
| Call Agent           | Other/See Remarks   |
| Call first/LM/Go Dog | Restricted Hours    |
| Inside               | Sunset Fri./Sat.    |
| Dog Outside          | Text Listing Agent  |
| Key in Office        | Video Recording Dev |
| Listing Office       |                     |

**Remarks**

**\*Directions to Property**

4 characters

(maximum 500)

**Agent Only Remarks**

4 characters

(Maximum 3000)

Mixed case required

**Public/Internet**

4 characters

(Maximum 3000)

Mixed case required



<b>*Photos Provided By</b>	Agent	Waiver@KCBOR	
<b>*Transmit to Internet</b>	Yes	No	
<b>*Publish to IDX</b>	Yes	Yes, without address	No
<b>*Send to Zillow</b>	Yes	No	
<b>*Publish to VOW</b>	Yes	No	
<b>*Show Address on VOW</b>	Yes	No	
<b>*Show AVM on VOW</b>	Yes	No	
<b>*Show Comments on AVM</b>	Yes	No	
<b>*Listing Agent grants permission to share on Social Media</b>	Yes	No	