



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

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	Wcq	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	

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

Basement		Comment
Crawl Space	Other	
Finished Full	Partial Basement	
Basement	Slab	
None	Unfinished	

Security Features		Comment
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 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

Comment

*Pool Features

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 Up to 19 entries allowed			
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		SentriLock
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

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