

Instructions:

Tip: To use a fillable PDF form, open the form from the Resource Center. Save the form to your computer, and close the tab in your browser. Open the saved form using a PDF reader program and you'll then be able to enter your listing details. Be sure to save your changes before closing the form!

Start Listing

! Property Subtype <input type="checkbox"/> Multi-Family	! Status <input type="checkbox"/> Active <input type="checkbox"/> Coming Soon	! Active Date	
! Tax Legal Description			
! Current Use <input type="checkbox"/> Agricultural <input type="checkbox"/> Arts/Creative <input type="checkbox"/> Automotive <input type="checkbox"/> Commercial <input type="checkbox"/> Construction <input type="checkbox"/> Day Care <input type="checkbox"/> Education <input type="checkbox"/> Event Space <input type="checkbox"/> Food Service <input type="checkbox"/> Industrial <input type="checkbox"/> Livestock <input type="checkbox"/> Live-Work/Mixed-Use/Flex <input type="checkbox"/> Manufacturing <input type="checkbox"/> Medical/Dental <input type="checkbox"/> Mining <input type="checkbox"/> Multi-Family <input type="checkbox"/> Office <input type="checkbox"/> Oil & Gas Extraction <input type="checkbox"/> Place of Worship <input type="checkbox"/> Quarrying <input type="checkbox"/> Recreational <input type="checkbox"/> Residential <input type="checkbox"/> Restaurant <input type="checkbox"/> Retail <input type="checkbox"/> Subdevelopment <input type="checkbox"/> Subdivision <input type="checkbox"/> Transportation <input type="checkbox"/> Utilities <input type="checkbox"/> Warehouse <input type="checkbox"/> Waste Management			

Agent Info

! List Agent MLSID / Name / Office
CoList Agent MLSID / Name / Office

Listing Dates & Conditions

! Expiration Date	Price	Listing Terms <input type="checkbox"/> Owner Will Carry <input type="checkbox"/> Price TBD
Sale Type <input type="checkbox"/> Either <input type="checkbox"/> Investment <input type="checkbox"/> Owner/User		Occupant Type <input type="checkbox"/> Owner <input type="checkbox"/> Tenant (Multiple) <input type="checkbox"/> Tenant (Single) <input type="checkbox"/> Vacant

Lease Option

Lease Considered? <input type="checkbox"/> Yes <input type="checkbox"/> No	Lease Amount	Lease Quoted Per <input type="checkbox"/> Per Day <input type="checkbox"/> Per Month <input type="checkbox"/> Per SqFt / Month <input type="checkbox"/> Per SqFt / Year <input type="checkbox"/> Per Week <input type="checkbox"/> Per Year
Existing Lease Type <input type="checkbox"/> Gross <input type="checkbox"/> Ground <input type="checkbox"/> Modified Gross <input type="checkbox"/> Net <input type="checkbox"/> NN <input type="checkbox"/> NNN		

Compensation

! Buyer Agency Compensation & Type \$ or %	! Transaction Broker Compensation \$ or %
! Dual Variable Compensation <input type="checkbox"/> Yes <input type="checkbox"/> No	! Submitted Prospect <input type="checkbox"/> Yes <input type="checkbox"/> No

Showing Info

Showing Phone	Showing Email	No Showings Until
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Showing Info

Showing Notes (1200 char)

Marketing

! Internet Entire Listing Display? <input type="checkbox"/> Yes <input type="checkbox"/> No		Internet Address Display? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Syndicate To (Contact your Managing Broker for available syndication channels)			Syndication Date
Confirm Syndication Choices <input type="checkbox"/> Yes <input type="checkbox"/> No			
In the MLS, Also Market As <input type="checkbox"/> Business Opportunity <input type="checkbox"/> Commercial Lease <input type="checkbox"/> Farm <input type="checkbox"/> Land <input type="checkbox"/> Manufactured In Park <input type="checkbox"/> Residential <input type="checkbox"/> Residential Income <input type="checkbox"/> Residential Lease			

Financials

! Cap Rate	Cap Rate Calculation	Gross Income	Operating Expense
Actual Annual Net Income	Projected Gross Income	Projected Annual Expense	Projected Annual Net Income
Operating Expense Includes <input type="checkbox"/> Accounting <input type="checkbox"/> Advertising <input type="checkbox"/> Association <input type="checkbox"/> Cable TV <input type="checkbox"/> Insurance <input type="checkbox"/> Internet <input type="checkbox"/> Maintenance <input type="checkbox"/> Personal Property Tax <input type="checkbox"/> Professional Management <input type="checkbox"/> Real Estate Tax <input type="checkbox"/> Staff <input type="checkbox"/> Utilities <input type="checkbox"/> Workmans Compensation			

Address & Legal

! County	! Street Address		
! City	! ZIP Code	! State	Unit / Building #
! Parcel Number	! Tax Annual Amount	! Tax Year	Tax Exemptions

Location Description

Zoning	Building (Complex) Name	Distance To Bus
Distance To Light Rail	Distance To Other Transit	

SSBR Region (Only applies to Steamboat Spring Board of REALTORS)

City Region (Buyer Tour Region)	Development Name
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Building

! Building Area (SqFt) Total	Leasable Area (SqFt) Total	Common Area (SqFt) Total	! Year Built
! Year Built Effective (Last Remodel)			
Architectural Style			
<input type="checkbox"/> A-Frame <input type="checkbox"/> Bungalow <input type="checkbox"/> Chalet <input type="checkbox"/> Contemporary <input type="checkbox"/> Cottage <input type="checkbox"/> Denver Square <input type="checkbox"/> Geodesic Dome <input type="checkbox"/> Loft <input type="checkbox"/> Mid-Century Modern <input type="checkbox"/> Modular <input type="checkbox"/> Mountain Contemporary <input type="checkbox"/> Rustic Contemporary <input type="checkbox"/> Spanish/SW <input type="checkbox"/> Studio <input type="checkbox"/> Traditional <input type="checkbox"/> Tudor <input type="checkbox"/> Urban Contemporary <input type="checkbox"/> Victorian			
Building Class		Stories	
<input type="checkbox"/> Class A <input type="checkbox"/> Class B <input type="checkbox"/> Class C			
Structure Type			
<input type="checkbox"/> Free Standing <input type="checkbox"/> High Rise (8+) <input type="checkbox"/> Low Rise (1-3) <input type="checkbox"/> Mid Rise (4-7) <input type="checkbox"/> StripCenter			
Construction Materials			
<input type="checkbox"/> Asbestos <input type="checkbox"/> Block <input type="checkbox"/> Brick <input type="checkbox"/> Cement Siding <input type="checkbox"/> Concrete <input type="checkbox"/> EIFS <input type="checkbox"/> Frame <input type="checkbox"/> ICFs (Insulated Concrete Forms) <input type="checkbox"/> Log <input type="checkbox"/> Metal Siding <input type="checkbox"/> Other <input type="checkbox"/> Rammed Earth <input type="checkbox"/> Rock <input type="checkbox"/> Stone <input type="checkbox"/> Structural Steel <input type="checkbox"/> Stucco <input type="checkbox"/> Vinyl Siding <input type="checkbox"/> Wood Siding			
Roof			
<input type="checkbox"/> Architectural Shingles <input type="checkbox"/> Cement Shake <input type="checkbox"/> Composition <input type="checkbox"/> Concrete <input type="checkbox"/> Fiberglass <input type="checkbox"/> Green Roof <input type="checkbox"/> Heated <input type="checkbox"/> Membrane <input type="checkbox"/> Metal <input type="checkbox"/> Other <input type="checkbox"/> Rolled/Hot Mop <input type="checkbox"/> Simulated Shake <input type="checkbox"/> Slate <input type="checkbox"/> Solar Shingles <input type="checkbox"/> Spanish Tile <input type="checkbox"/> Stone-Coated Steel <input type="checkbox"/> Tar/Gravel <input type="checkbox"/> Unknown <input type="checkbox"/> Wood			
Building Features			
<input type="checkbox"/> Bike Maintenance Area <input type="checkbox"/> Bike Share <input type="checkbox"/> Bike Storage <input type="checkbox"/> Business Center <input type="checkbox"/> Car Share <input type="checkbox"/> Clubhouse <input type="checkbox"/> Coin Laundry <input type="checkbox"/> Common Area Boardroom <input type="checkbox"/> Concierge/Staffed Front Desk <input type="checkbox"/> Dog/Pet Wash <input type="checkbox"/> Fitness Center <input type="checkbox"/> Front Desk <input type="checkbox"/> Gated <input type="checkbox"/> Laundry <input type="checkbox"/> On Site Management <input type="checkbox"/> Pool <input type="checkbox"/> Sauna <input type="checkbox"/> Storage <input type="checkbox"/> Wi-Fi			
Ceiling Height (Clear Span)			

Site

Lot Size Area	Lot Size Measurement	
	<input type="checkbox"/> Acres <input type="checkbox"/> Square Feet	
Lot Features		
<input type="checkbox"/> Corner Lot <input type="checkbox"/> Cul-De-Sac <input type="checkbox"/> Foothills <input type="checkbox"/> Greenbelt <input type="checkbox"/> Historical District <input type="checkbox"/> Irrigated <input type="checkbox"/> Landscaped <input type="checkbox"/> Near Public Transit <input type="checkbox"/> Near Ski Area <input type="checkbox"/> Sprinklers In Front <input type="checkbox"/> Sprinklers In Rear		
Road Surface Type		
<input type="checkbox"/> Alley Paved <input type="checkbox"/> Dirt <input type="checkbox"/> Gravel <input type="checkbox"/> None <input type="checkbox"/> Paved		
Road Frontage (Access) Type		
<input type="checkbox"/> Easement <input type="checkbox"/> None <input type="checkbox"/> Private Road <input type="checkbox"/> Public Road <input type="checkbox"/> Seasonal <input type="checkbox"/> Shared <input type="checkbox"/> Year Round		
Road Responsibility		
<input type="checkbox"/> Private Maintained Road <input type="checkbox"/> Public Maintained Road <input type="checkbox"/> Road Maintenance Agreement		
Security Features		
<input type="checkbox"/> 24 Hour Security <input type="checkbox"/> Air Quality Monitor <input type="checkbox"/> Carbon Monoxide Detector(s) <input type="checkbox"/> Close Circuit Camera(s) <input type="checkbox"/> Fire Alarm <input type="checkbox"/> Fire Sprinkler - Dry <input type="checkbox"/> Fire Sprinkler - Wet <input type="checkbox"/> Fire Sprinkler System <input type="checkbox"/> Firewall(s) <input type="checkbox"/> Key Card Entry <input type="checkbox"/> Panic Alarm <input type="checkbox"/> Radon Detector <input type="checkbox"/> Secured Garage/Parking <input type="checkbox"/> Security Entrance <input type="checkbox"/> Security Guard <input type="checkbox"/> Security Lights <input type="checkbox"/> Security Service <input type="checkbox"/> Security System <input type="checkbox"/> Smart Cameras <input type="checkbox"/> Smart Locks <input type="checkbox"/> Smart Security System <input type="checkbox"/> Smoke Detector(s) <input type="checkbox"/> Water Leak/Flood Alarm		

Water & Utilities

! Water Included (Available) <input type="checkbox"/> Yes <input type="checkbox"/> No		Water Source <input type="checkbox"/> Agriculture/Ditch Water <input type="checkbox"/> Cistern <input type="checkbox"/> Private <input type="checkbox"/> Public <input type="checkbox"/> Shared Well <input type="checkbox"/> Spring <input type="checkbox"/> Well	
Well Type <input type="checkbox"/> Commercial <input type="checkbox"/> Community <input type="checkbox"/> Irrigation <input type="checkbox"/> Not Drilled <input type="checkbox"/> Not Operational <input type="checkbox"/> Operational <input type="checkbox"/> Private <input type="checkbox"/> Sub-Area Augmentation		! Sewer <input type="checkbox"/> Community <input type="checkbox"/> Holding Tank <input type="checkbox"/> Public Sewer <input type="checkbox"/> Septic Tank	
Utilities <input type="checkbox"/> Cable Available <input type="checkbox"/> Electricity Available <input type="checkbox"/> Electricity Connected <input type="checkbox"/> Electricity Not Available <input type="checkbox"/> Electricity To Lot Line <input type="checkbox"/> Internet Access (Wired) <input type="checkbox"/> Natural Gas Available <input type="checkbox"/> Natural Gas Connected <input type="checkbox"/> Natural Gas Not Available <input type="checkbox"/> Off Grid <input type="checkbox"/> Phone Available <input type="checkbox"/> Phone Connected <input type="checkbox"/> Propane <input type="checkbox"/> Sewer Connected			
Electric <input type="checkbox"/> 110V <input type="checkbox"/> 220 Volts <input type="checkbox"/> 440 Volts <input type="checkbox"/> Phase 3 <input type="checkbox"/> Single Phase			

Green Features

Green Verification Type <input type="checkbox"/> LEED	Verification Rating <input type="checkbox"/> Bronze <input type="checkbox"/> Emerald <input type="checkbox"/> Gold <input type="checkbox"/> Platinum <input type="checkbox"/> Silver	Verification Year	Verification Metric
Green Verification Type <input type="checkbox"/> LEED	Verification Rating <input type="checkbox"/> Bronze <input type="checkbox"/> Emerald <input type="checkbox"/> Gold <input type="checkbox"/> Platinum <input type="checkbox"/> Silver	Verification Year	Verification Metric

Current Financing

<input type="checkbox"/> Power Purchase Agreement				
Power Production Type <input type="checkbox"/> Photovoltaics <input type="checkbox"/> Solar Thermal <input type="checkbox"/> Wind	Size (kW)	Year Install	Ownership <input type="checkbox"/> Lease to Own <input type="checkbox"/> Seller Owned <input type="checkbox"/> Third Party Owned	Lease/Purchase Agree Amt
Power Production Type <input type="checkbox"/> Photovoltaics <input type="checkbox"/> Solar Thermal <input type="checkbox"/> Wind	Size (kW)	Year Install	Ownership <input type="checkbox"/> Lease to Own <input type="checkbox"/> Seller Owned <input type="checkbox"/> Third Party Owned	Lease/Purchase Agree Amt

Green Energy Efficient

<input type="checkbox"/> Appliances <input type="checkbox"/> Construction <input type="checkbox"/> Doors <input type="checkbox"/> Exposure/Shade <input type="checkbox"/> HVAC <input type="checkbox"/> Insulation <input type="checkbox"/> Lighting <input type="checkbox"/> Roof <input type="checkbox"/> Thermostat <input type="checkbox"/> Water Heater <input type="checkbox"/> Windows
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Units

! # of Units Total	# of Units Vacant	# of Units Furnished
Per Unit Features <input type="checkbox"/> Assigned Parking <input type="checkbox"/> Assigned Visitor Parking <input type="checkbox"/> Garage <input type="checkbox"/> Individual Basement <input type="checkbox"/> Storage Locker		Owner Pays <input type="checkbox"/> Cable TV <input type="checkbox"/> Electricity <input type="checkbox"/> Gas <input type="checkbox"/> Internet <input type="checkbox"/> Taxes <input type="checkbox"/> Trash Collection <input type="checkbox"/> Water
Tenant Pays <input type="checkbox"/> Cable TV <input type="checkbox"/> Electricity <input type="checkbox"/> Gas <input type="checkbox"/> Internet <input type="checkbox"/> Telephone <input type="checkbox"/> Trash Collection <input type="checkbox"/> Water		Exterior Features <input type="checkbox"/> Balcony <input type="checkbox"/> Barbecue <input type="checkbox"/> Dog Run <input type="checkbox"/> Garden <input type="checkbox"/> Gas Grill <input type="checkbox"/> Lighting <input type="checkbox"/> Playground <input type="checkbox"/> Smart Irrigation <input type="checkbox"/> Tennis Court(s)

Units

Unit Type	! Units Total	Units Avg (SqFt)	# Parking per Unit	Description
Unit Type	! Units Total	Units Avg (SqFt)	# Parking per Unit	Description
Unit Type	! Units Total	Units Avg (SqFt)	# Parking per Unit	Description

Parking

Parking Type <input type="checkbox"/> Carport (Attached) <input type="checkbox"/> Carport (Detached) <input type="checkbox"/> Community Parking Garage <input type="checkbox"/> Covered Parking <input type="checkbox"/> Garage (Attached) <input type="checkbox"/> Garage (Detached) <input type="checkbox"/> None <input type="checkbox"/> Off-Street <input type="checkbox"/> Parking Lot <input type="checkbox"/> Recreational Vehicle <input type="checkbox"/> Reserved - Deeded <input type="checkbox"/> Reserved - Exclusive Use Only	# Spaces	Parking Description
Parking Type <input type="checkbox"/> Carport (Attached) <input type="checkbox"/> Carport (Detached) <input type="checkbox"/> Community Parking Garage <input type="checkbox"/> Covered Parking <input type="checkbox"/> Garage (Attached) <input type="checkbox"/> Garage (Detached) <input type="checkbox"/> None <input type="checkbox"/> Off-Street <input type="checkbox"/> Parking Lot <input type="checkbox"/> Recreational Vehicle <input type="checkbox"/> Reserved - Deeded <input type="checkbox"/> Reserved - Exclusive Use Only	# Spaces	Parking Description
Parking Type <input type="checkbox"/> Carport (Attached) <input type="checkbox"/> Carport (Detached) <input type="checkbox"/> Community Parking Garage <input type="checkbox"/> Covered Parking <input type="checkbox"/> Garage (Attached) <input type="checkbox"/> Garage (Detached) <input type="checkbox"/> None <input type="checkbox"/> Off-Street <input type="checkbox"/> Parking Lot <input type="checkbox"/> Recreational Vehicle <input type="checkbox"/> Reserved - Deeded <input type="checkbox"/> Reserved - Exclusive Use Only	# Spaces	Parking Description
Parking Features <input type="checkbox"/> 220 Volts <input type="checkbox"/> Asphalt <input type="checkbox"/> Circular Driveway <input type="checkbox"/> Concrete <input type="checkbox"/> Driveway-Brick <input type="checkbox"/> Driveway-Dirt <input type="checkbox"/> Driveway-Gravel <input type="checkbox"/> Driveway-Heated <input type="checkbox"/> Dry Walled <input type="checkbox"/> Electric Vehicle Charging Station (s) <input type="checkbox"/> Exterior Access Door <input type="checkbox"/> Finished <input type="checkbox"/> Floor Coating <input type="checkbox"/> Guest <input type="checkbox"/> Heated Garage <input type="checkbox"/> Insulated <input type="checkbox"/> Lighted <input type="checkbox"/> Oversized <input type="checkbox"/> Oversized Door <input type="checkbox"/> Pit <input type="checkbox"/> RV Garage <input type="checkbox"/> Smart Garage Door <input type="checkbox"/> Storage <input type="checkbox"/> Tandem <input type="checkbox"/> Underground <input type="checkbox"/> Valet		
Parking Ratio (per 1000 sqft)		

Manufactured Home/Mobile Park Info

Park Name	# of Pads	Park Manager Name	
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Remarks

Public Remarks (2000 char)

Remarks

Private Remarks (2000 char)

Directions (1024 char)

Exclusions (1024 char)

Title Company

Contract Earnest Check To

Contact Min Earnest (\$)

Possession

- Close Plus 1 Day
- Close Plus 2 Days
- Close Plus 3 Days
- Close Plus 3 to 5 Days
- Close Plus 30 Days
- Close Plus 30 to 60 Days
- Close Plus 45 Days
- Close Plus 5 to 30 Days
- Close Plus 60 to 90 Days
- Closing/DOD
- Immediately
- Negotiable
- Other
- Rental Agreement
- See Remarks
- Seller Rent Back
- Subject To Tenant Rights

Documents Available

- Architectural Plans
- Building Plans
- Condo Docs
- Drainage Study
- Easements
- Engineering
- Feasibility
- HOA Docs Available
- Lead Based Paint
- Leases
- Legal Description
- License Included
- Location Map
- Mineral
- Mining Claim
- P and L Available
- Perc Test
- Phase 1 Environmental Site Assessment
- Plat
- Profit/Loss Statement
- Rental Average
- Septic Report
- Soil Report
- Special Use Permit
- Survey
- Topography Map
- Utility Average
- Well Permit