

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"/> Deeded Parking	! Comparable Listing <input type="checkbox"/> Yes <input type="checkbox"/> No	! Status <input type="checkbox"/> Active <input type="checkbox"/> Coming Soon	! Active Date
! Tax Legal Description			

Agent Info

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

Listing Dates & Conditions

! Expiration Date	! Price Type <input type="checkbox"/> List Price	! Price
! Ownership Seller Type <input type="checkbox"/> Agent Owner <input type="checkbox"/> Bank/GSE <input type="checkbox"/> Builder <input type="checkbox"/> Corporation/Trust <input type="checkbox"/> Estate <input type="checkbox"/> Government <input type="checkbox"/> Individual <input type="checkbox"/> Relo Company		Occupant Type <input type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Vacant
! Listing Terms <input type="checkbox"/> 1031 Exchange <input type="checkbox"/> Cash <input type="checkbox"/> Conventional <input type="checkbox"/> Farm Service Agency <input type="checkbox"/> FHA <input type="checkbox"/> Jumbo <input type="checkbox"/> Lease Purchase <input type="checkbox"/> Other <input type="checkbox"/> Owner Will Carry <input type="checkbox"/> Private Financing Available <input type="checkbox"/> Qualified Assumption <input type="checkbox"/> USDA Loan <input type="checkbox"/> VA Loan		
! Special Listing Conditions <input type="checkbox"/> Auction <input type="checkbox"/> Equitable Interest <input type="checkbox"/> HUD Owned <input type="checkbox"/> None Known <input type="checkbox"/> Short Sale <input type="checkbox"/> Third Party Approval		
Development Status <input type="checkbox"/> Reservations/Pre-Sale	Investor Blackout Ends	Home Warranty <input type="checkbox"/> Yes <input type="checkbox"/> No

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
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"/> Commercial Lease <input type="checkbox"/> Commercial Sale <input type="checkbox"/> Farm <input type="checkbox"/> Land <input type="checkbox"/> Residential Income <input type="checkbox"/> Residential Lease			

Address & Legal

! County		! Street Address	
! City		! ZIP Code	! State
! Parcel Number		! Tax Annual Amount	! Tax Year
Tax Exemptions <input type="checkbox"/> Senior Tax Exemptions		Parking Space Number	
		Special Taxing/Metro District <input type="checkbox"/> Yes <input type="checkbox"/> No	

Location Description

! Subdivision Name	Building (Complex) Name
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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	Length X Width	Parking Description
<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			
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Parking Features <input type="checkbox"/> Electric Vehicle Charging Station (s) <input type="checkbox"/> Heated Garage <input type="checkbox"/> Storage <input type="checkbox"/> Tandem <input type="checkbox"/> Underground <input type="checkbox"/> Valet			

Association

! Association? <input type="checkbox"/> Yes <input type="checkbox"/> No		Multiple Associations? <input type="checkbox"/> Yes <input type="checkbox"/> No	
! Association Name		! Association Type <input type="checkbox"/> Professionally Managed <input type="checkbox"/> Self Managed <input type="checkbox"/> Voluntary	! Association Fee
! Association Phone		Association URL	
! Association Name		! Association Type <input type="checkbox"/> Professionally Managed <input type="checkbox"/> Self Managed <input type="checkbox"/> Voluntary	! Association Fee
! Association Phone		Association URL	
! Association Name		! Association Type <input type="checkbox"/> Professionally Managed <input type="checkbox"/> Self Managed <input type="checkbox"/> Voluntary	! Association Fee
! Association Phone		Association URL	
! Association Name		! Association Type <input type="checkbox"/> Professionally Managed <input type="checkbox"/> Self Managed <input type="checkbox"/> Voluntary	! Association Fee
! Association Phone		Association URL	
Association Fee Includes <input type="checkbox"/> Cable TV <input type="checkbox"/> Capital Reserves <input type="checkbox"/> Electricity <input type="checkbox"/> Exterior Maintenance w/out Roof <input type="checkbox"/> Gas <input type="checkbox"/> Heat <input type="checkbox"/> Insurance <input type="checkbox"/> Internet <input type="checkbox"/> Irrigation Water <input type="checkbox"/> Maintenance Grounds <input type="checkbox"/> Maintenance Structure <input type="checkbox"/> On-Site Check In <input type="checkbox"/> Recycling <input type="checkbox"/> Road Maintenance <input type="checkbox"/> Security <input type="checkbox"/> Sewer <input type="checkbox"/> Shuttle Available <input type="checkbox"/> Snow Removal <input type="checkbox"/> Trash <input type="checkbox"/> Valet <input type="checkbox"/> Water			
Association (Community) Amenities <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"/> Concierge <input type="checkbox"/> Dog/Pet Wash <input type="checkbox"/> Elevator(s) <input type="checkbox"/> Fitness Center <input type="checkbox"/> Front Desk <input type="checkbox"/> Garden Area <input type="checkbox"/> Gated <input type="checkbox"/> Golf Course <input type="checkbox"/> Laundry <input type="checkbox"/> On Site Management <input type="checkbox"/> Park <input type="checkbox"/> Parking <input type="checkbox"/> Playground <input type="checkbox"/> Pond Seasonal <input type="checkbox"/> Pool <input type="checkbox"/> Sauna <input type="checkbox"/> Security <input type="checkbox"/> Snow Removal <input type="checkbox"/> Spa/Hot Tub			
Senior Community <input type="checkbox"/> Yes <input type="checkbox"/> No		! Restrictions/Covenants? <input type="checkbox"/> Yes <input type="checkbox"/> No	Rentals Allowed <input type="checkbox"/> Long Term <input type="checkbox"/> None <input type="checkbox"/> Short Term Lease
Restrictions/Covenants <input type="checkbox"/> Affordable Housing <input type="checkbox"/> Appreciation Restrictions <input type="checkbox"/> Commercial Vehicle Restrictions <input type="checkbox"/> Deed Restrictions <input type="checkbox"/> Income Restriction <input type="checkbox"/> Lease Restrictions <input type="checkbox"/> No Street Parking <input type="checkbox"/> Other <input type="checkbox"/> Ownership Retention <input type="checkbox"/> Special Assessment <input type="checkbox"/> Vehicle Height Restrictions			
Pets Allowed			
Restrictions (Other)			
Association Transfer Amount (\$ or %)		Association Private Transfer Fee (\$ or %)	
Association Status Letter Fee (\$ or %)		Special Assessment Description	

Remarks

Public Remarks (2000 char)

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

- Condo Docs HOA Docs Available Legal Description Rental Average Well Permit