

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	! Status <input type="checkbox"/> Active	
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Agent Info

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

Listing Dates & Conditions

! Expiration Date	! Availability Date	! Corporate Rental <input type="checkbox"/> Yes <input type="checkbox"/> No	! Price per Month
! Lease Term <small>Minimum</small> <input type="checkbox"/> 12 Months <input type="checkbox"/> 6 Months <input type="checkbox"/> Month To Month <input type="checkbox"/> Multi-Year <input type="checkbox"/> Other <input type="checkbox"/> Short Term Lease		For Sale Listing ID	

Deposits & Fees

Application Fee <small>per Applicant</small>	Security Deposit	Additional Fees	
Deposits Potentially Refundable <input type="checkbox"/> Other Deposit (see remarks) <input type="checkbox"/> Security Deposit		Liability Insurance Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Pet Rent	Pet Deposit	Pets Allowed <input type="checkbox"/> Breed Restrictions <input type="checkbox"/> Cats OK <input type="checkbox"/> Dogs OK <input type="checkbox"/> No <input type="checkbox"/> Number Limit <input type="checkbox"/> Size Limit <input type="checkbox"/> Variable Pet Deposit <input type="checkbox"/> Yes	
Owner Pays <input type="checkbox"/> Association Fees <input type="checkbox"/> Cable TV <input type="checkbox"/> Electricity <input type="checkbox"/> Exterior Maintenance <input type="checkbox"/> Gas <input type="checkbox"/> Grounds Care <input type="checkbox"/> Insurance <input type="checkbox"/> Internet <input type="checkbox"/> None <input type="checkbox"/> Taxes <input type="checkbox"/> Telephone <input type="checkbox"/> Trash Collection <input type="checkbox"/> Water			
! Will this listing use RentSpree Online Tenant Screening? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Compensation

CO-OP Compensation <small>The MLS does not fix, suggest, control, or set commissions. The offer of commission is between Participants and is always negotiable</small>	
! Compensation Based On <input type="checkbox"/> % of 1 Months Lease <input type="checkbox"/> % of Entire Lease <input type="checkbox"/> Flat Rate <input type="checkbox"/> Referral Fee <input type="checkbox"/> See Remarks	! Rental Listed By <input type="checkbox"/> Lease Only <input type="checkbox"/> Property Manager

Showing Info

! Showing Service <input type="checkbox"/> Broker Bay <input type="checkbox"/> None <input type="checkbox"/> Other <input type="checkbox"/> Showing Time
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Showing Info

Showing Phone	Showing Email	No Showings Until
Is there a recording device(s) at the property? <input type="checkbox"/> Audio and/or Voice Recording Inside <input type="checkbox"/> Audio and/or Voice Recording Outside <input type="checkbox"/> Camera(s) Inside <input type="checkbox"/> Camera(s) Outside		
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
In the MLS, Also Market As <input type="checkbox"/> Manufactured In Park <input type="checkbox"/> Residential <input type="checkbox"/> Residential Income	
Internet Automation Valuation Display? <input type="checkbox"/> Yes <input type="checkbox"/> No	Internet Consumer Comment? <input type="checkbox"/> Yes <input type="checkbox"/> No
Attribution Contact Type <input type="checkbox"/> Both ListAgent Email Phone <input type="checkbox"/> Both Office Email Phone <input type="checkbox"/> Listing Agent Email <input type="checkbox"/> Listing Agent Phone <input type="checkbox"/> Office Email <input type="checkbox"/> Office Phone	

Address & Legal

! County	! Street Address		
! City	! ZIP Code	! State	Parking Space Number
Metro District Website			

Location Description

! Subdivision Name	Building (Complex) Name
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Parking

! Parking Type	! # 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			

Parking

<p>! Parking Type</p> <p><input type="checkbox"/> Carport (Attached) <input type="checkbox"/> Carport (Detached)</p> <p><input type="checkbox"/> Community Parking Garage <input type="checkbox"/> Covered Parking</p> <p><input type="checkbox"/> Garage (Attached) <input type="checkbox"/> Garage (Detached) <input type="checkbox"/> None</p> <p><input type="checkbox"/> Off-Street <input type="checkbox"/> Parking Lot <input type="checkbox"/> Recreational Vehicle</p> <p><input type="checkbox"/> Reserved - Deeded <input type="checkbox"/> Reserved - Exclusive Use Only</p>	<p>! # Spaces</p>	<p>Length X Width</p>	<p>Parking Description</p>
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<p>Parking Features</p> <p><input type="checkbox"/> Electric Vehicle Charging Station (s) <input type="checkbox"/> Guest <input type="checkbox"/> Heated Garage <input type="checkbox"/> Storage <input type="checkbox"/> Tandem <input type="checkbox"/> Underground <input type="checkbox"/> Valet</p>			
<p>Restrictions and Covenants</p> <p><input type="checkbox"/> Commercial Vehicle Restrictions <input type="checkbox"/> Lease Restrictions <input type="checkbox"/> Vehicle Height Restrictions</p>			

Remarks

<p>Public Remarks (2000 char)</p>
<p>Rental Application (Tip: include link to application)</p>
<p>Private Remarks (2000 char)</p>
<p>Directions (1024 char)</p>
<p>! Exclusions (1024 char)</p>
<p>Website</p>
<p>Rent/Security Deposit To</p>