

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			

Compensation

! Compensation Offered	! 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
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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"/> Manufactured In Park <input type="checkbox"/> Residential <input type="checkbox"/> Residential Income			

Address & Legal

! County		! Street Address	
! City	! ZIP Code	! State	Parking Space Number

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
 Electric Vehicle Charging Station (s) Guest Heated Garage Storage Tandem Underground Valet

Restrictions and Covenants
 Commercial Vehicle Restrictions Lease Restrictions Vehicle Height Restrictions

Remarks

Public Remarks (2000 char)

Rental Application (Tip: include link to application)

Private Remarks (2000 char)

Directions (1024 char)

! Exclusions (1024 char)

Rent/Security Deposit To