Required fields marked with (*) $\quad \bigcirc$ = Choose one only $\square$ = Can choose multiple


## Compensation

| Buyer Agent Compensation Selection* | Compensation: | \$ $\square$ AND $\square$ OR | \% $\square$ of Base $\square$ of Gross |
| :--- | :--- | :--- | :--- |
| Sub-Agency Compensation Selection* | Compensation: | \$ $\square$ AND $\square$ OR | \% $\square$ of Base $\square$ of Gross |
| Transaction Broker Compensation Selection* Compensation: | \$ $\square$ AND $\square$ OR | $\% \square$ of Base $\square$ of Gross |  |


| Remarks - Compensation |  |  |  |
| :---: | :---: | :---: | :---: |
| Dual Variable Compensation* O Y On |  |  |  |
| Transaction Participants |  | Listing an Auction, Ground Rent or Land Lease? Add as much detail as you can. Download and use the Auction/Ground Rent/Land Lease addendum. |  |
| List Agent* | Co List Agent | Owner Name | Owner Phone |

## Locations

| MLS Area* |  | Municipality* |
| :---: | :---: | :---: |
| Subdivision* |  | School District* |
| Cross Street |  | High School |
| Building Name |  | Middle/Junior School |
| Election District |  | Elementary School |
| Taxes: Assessment | Listing a HOA/Condo/Coop Association? Add as much detail as you can. Download and use the HOA/Condo/Coop Association addendum |  |
| Tax ID Number* | Agricultural District | Tax Block |
| Improvement Assessed Value | Historic O Y O N | Tax Phase |
| Land Assessed Value | Land Use Code | Tax Map Number |
| Tax Assessed Value | Clean Green Assessed O Y O N | Tax Book Number |
| Year Assessed | Loss Mitigation Fee O Y O N | Tax Page Number |
| Special Assessment | Municipal Inspections ○ Y ○ N | Zoning* |
| Tax Other Annual Assessment | Section | Zoning Description |
| Agricultural Tax Due O Y O N | Tax Lot | Transfer Development Rights |

Taxes: Tax Bill $\quad$ In City Limits and City Tax is Required if not PA or NJ.

| Front Foot Fee | Front Foot Fee Payment Frequency O Unknown ○ Annually O Monthly O One time ○ Quarterly O Semi-Annually |  |  |  |
| :---: | :---: | :---: | :---: | :---: |
| In City Limits ${ }^{\dagger}$ O Y O N |  |  |  |  |
| City Tax ${ }^{+}$ | City/Town Tax Payment Frequency $\bigcirc$ Unknown $\bigcirc$ Annually $\bigcirc$ Monthly $\bigcirc$ One time $\bigcirc$ Quarterly $\bigcirc$ Semi-Annually |  |  |  |
| School Tax | School Tax Payment Frequency | O Unknown O Annually | O Monthly O One time | Quarterly O Semi-Annually |
| County Tax | County Tax Payment Frequency | O Unknown O Annually | O Monthly O One time | O Quarterly O Semi-Annually |
| Municipal Trash O Y O N | Refuse Fee | Tax Year* |  |  |
| Tax Annual Amt* | Total Taxes Payment Freq | O Unknown O Annually | O Monthly O One time | O Quarterly O Semi-Annually |

## Building \& Utilities: Construction Details




## Building \& Utilities: Utilities

Listing a Manufactured or Mobile Home? Add as much detail as you can. Download and use the Manufactured/Mobile Home addendum.



## Building \& Utilities: Basement \& Foundation

\begin{tabular}{|c|c|c|c|c|c|}
\hline Basement* ${ }^{\text {O Y O N }}$ \& \& \& \& \& <br>
\hline Basement Type
None
Combination
Connecting Stairway
Crawl Space
Daylight, Full \& $\square$ Daylight, Partial
$\square$ Dirt Floor
$\square$ Drain
$\square$ Drainage System
$\square$ English
$\square$ Front Entrance \& Full
Fully Finished
Garage Access
Heated
Improved
Interior Access \& Outside Entrance
Partial
Partially Finished
Poured Concrete

Rear Entrance
Rough Bath Plumb \& Shelving
Side Entrance
Slab
Space For Rooms
Sump Pump
Unfinished \& Walkout Level
Walkout Stairs
Water Proofing System
Windows
Workshop
Other <br>
\hline \multicolumn{3}{|l|}{Basement Footprint Percent} \& \multicolumn{2}{|l|}{Basement Finished Percent} \& <br>
\hline Foundation Details
None

Active Radon Mitigation \& | $\square$ Block | $\square$ |
| :--- | :--- |
| $\square$ Brick/Mortar | $\square$ | \& $\square$ Concrete Perimeter Crawl Space \& Passive Radon Mitigation

Permanent \& \[
$$
\begin{aligned}
& \square \text { Pilings } \\
& \square \text { Pillar/Post/Pier }
\end{aligned}
$$

\] \& | $\square$ Slab | $\square$ Wood |
| :--- | :--- |
| $\square$ Stone | $\square$ Other | <br>

\hline R-Factor Basement \& \& \& \& \& <br>
\hline
\end{tabular}

## Building \& Utilities: Measurements

| Above Grade Fin SQFT* | Below Grade Fin SQFT |
| :--- | :--- |
| Above Grade Unfin SQFT | Below Grade Unfin SQFT |

## Features \& Rooms: Levels \& Room Details

|  | \# of Beds ${ }^{+}$ | \# of Full Baths ${ }^{+}$ | \# of Half Baths |  | \# of Beds ${ }^{+}$ | \# of Full Baths ${ }^{+}$ | \# of Half Baths |
| :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- |
| Main Level |  |  |  | Lower Level 1 |  |  |  |
| Upper Level 1 |  |  |  | Lower Level 2 |  |  |  |
| Upper Level 2 |  |  |  | Lower Level 3 <br> It is required that you add at least 4 total bedroom and 1 full bathroom on any level. |  |  |  |
| Upper Level 3 |  |  |  |  |  |  |  |

The lists below show the names of Room Types and Room Features available in Listing Management.
Use the space provided to write in the name of the room, its features, the level or story where the room is located and its dimensions.


| Room Features List | Breakfast Room | Double Sink Fireplace - Electric | Flooring - Vinyl | Kitchen - Propane Cooking |
| :---: | :---: | :---: | :---: | :---: |
| Attic - Access Panel | Built-Ins | Fireplace - Gas | Flooring - Other | Living/Dining Room |
| Attic - Finished | Cathedral/Vaulted Ceiling | Fireplace - Wood Burning | Formal Dining Room | Combo |
| Attic - Floored | Cedar Lined Closet | Fireplace - Other | Hot Tub/Spa | Master Bedroom - Dressing Area |
| Attic - Non-Use | Ceiling Fan(s) | Flooring - Carpet | Island | Master Bedroom - Sitting Area |
| Attic - Pull-Down Stairs | Chair Rail | Flooring - Concrete | Kitchen - Country | Pantry |
| Attic - Walk-Up | Countertop(s) - Ceramic | Flooring - Hardwood | Kitchen - Eat-in | Skylight(s) |
| Balcony Access | Countertop(s) - Granite | Flooring - Laminate | Kitchen - Electric Cooking | Wet Bar |
| Basement - Finished | Countertop(s) - Quartz | Flooring - Marble | Kitchen - Gas Cooking | Window Treatments |
| Basement - Partially Finished | Countertop(s) - Recycled Content | Flooring - Renewable | Kitchen - Propane Cooking | Wood Stove |
| Basement - Unfinished | Countertop(s) - Solid Surface | Flooring - Slate | Living/Dining Room Combo |  |
| Breakfast Bar | Crown Molding | Flooring - Terrazzo | Kitchen - Electric Cooking |  |
| Breakfast Nook | Dining Area | Flooring - Tile | Kitchen - Gas Cooking |  |

## Features \& Rooms: Interior Features



Features \& Rooms: Exterior Features


## Lot \& Parking: Lot Measurements

Listing Green Features? Add as much detail as you can.

| Lot Size SQFT* |  | Lot Size Acres* |  | Lot Size Dimensions |  |
| :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- |
| Lot Size Source* | O Assessor | O Developer | O GIS Calculated | O Owner | O Plat Map/Survey |
| O Appraiser | O Builder | O Estimated | O Listing Agent | O Plans | O Other |
| Lot Dimensions Source | O Assessor | O Developer | O GIS Calculated | O Owner | O Plat Map/Survey |
| O Appraiser | O Builder | O Estimated | O Listing Agent | O Plans | O Other |
| Lot Features | $\square$ Crops Reserved | $\square$ Landscaping | $\square$ Partly Wooded | $\square$ Rented Lot | $\square$ Stream/Creek |
| $\square$ Additional Lot(s) | $\square$ Cul-de-sac | $\square$ Level | $\square$ Pipe Stem | $\square$ Rip-Rapped | $\square$ Subdivision Possible |
| $\square$ Backs - Open Common Area | $\square$ Flag | $\square$ Marshy | $\square$ Pond | $\square$ Read Frontage | $\square$ Tidal Wetland |
| $\square$ Backs - Parkland | $\square$ Flood Plain | $\square$ Mountainous | $\square$ Poolside | $\square$ Rural | $\square$ Trees/Wooded |
| $\square$ Backs to Trees | $\square$ Front Yard | $\square$ No Thru Street | $\square$ Premium | $\square$ Secluded | $\square$ Unrestricted |
| $\square$ Bulkheaded | $\square$ Interior | $\square$ Non-Tidal Wetland | $\square$ Private | $\square$ Side Yard(s) | $\square$ Vegetation Planting |
| $\square$ Cleared | $\square$ Irregular | $\square$ Not In Development | $\square$ PUD | $\square$ Ski in/Ski out | $\square$ Zero Lot Line |
| $\square$ Corner | $\square$ Landlocked | $\square$ Open | $\square$ Rear Yard | $\square$ Sloping | $\square$ Other |

## Lot \& Parking: Lot Description



| Road Surface Type None Access - Above Grade Access - Below Grade | Access - On Grade Alley Approved Black Top | Concrete Dirt Gravel Oiled | Paved Process for Approval Railroad Stone | Tar and Chip Unimproved US highway/Interstate Other |
| :---: | :---: | :---: | :---: | :---: |
| Road Responsibility $\square$ Boro/Township $\square$ City/County $\square$ Easement/Right of Way $\square$ Private $\square$ Public $\square$ Road Maintenance Agreement $\square$ State |  |  |  |  |
| Building Sites | Additional Parcels O Y O N | Additional Parce |  |  |

## Lot \& Parking: Parking



## Photos \& Tours

| Photo Option* O Lister Will Upload All O No Photo per Seller | TlP: Click Manage Photos to upload pictures of your listing, <br> and click the Manage Virtual Tours to add URLs of your virtual tours. |
| :--- | :---: |

## Remarks \& Internet Settings

| Remarks - Public (4000 characters) |  |
| :--- | :--- |
|  |  |$|$| Remarks - Agent Private |
| :--- | :--- | :--- |

## Documents

| Documents |  |  |  |
| :--- | :--- | :--- | :--- |
| $\square$ 12 Month Utility History | $\square$ Easements | $\square$ Investment Analysis | $\square$ Rural Residential Agreement |
| $\square$ AI Green \& EE Addendum | $\square$ Electrical Information | $\square$ L\&I Drawings | $\square$ Section 8 Approved |
| $\square$ Aerial Photo | $\square$ ENERGY STAR - ACCA Installation | $\square$ Leases $\square$ Legal Description | $\square$ Site Plan |
| $\square$ Appraisal | $\square$ Energy Star Certification | $\square$ Licenses | $\square$ Soil Ground Report |
| $\square$ Blower Door Test Results on File | $\square$ Engineer $\square$ Environmental Test | $\square$ NFRC Window Rating | $\square$ Soil Survey |
| $\square$ Boundary Line Survey | $\square$ Feasibility Study | $\square$ Perc Report | $\square$ Survey - Stake |
| $\square$ Building Plan | $\square$ Financial Statements | $\square$ Permits | $\square$ Survey - Tree |
| $\square$ CAFRA | $\square$ Fixture List | $\square$ Plans Available | $\square$ Survey House Location |
| $\square$ Certificate of Occupancy | $\square$ Furnishings List | $\square$ Plat | $\square$ Tax Return |
| $\square$ Combustion Safety Test on File | $\square$ Government Approved | $\square$ Plot Plan | $\square$ Third-Party Eco-friendly Certification |
| $\square$ Conditions | $\square$ HERS Insulation Grading | $\square$ Public Works Agreement | $\square$ Timber Cruise |
| $\square$ Construction Drawings | $\square$ HOA-Condo Docs in Broker Office | $\square$ Radon Test Result | $\square$ Topographic Maps |
| $\square$ Contracts on Services | $\square$ House Plans Available | $\square$ Rent Role | $\square$ Traffic Counts |
| $\square$ Covenants | $\square$ Inspection Result Available | $\square$ Resale Package Available | $\square$ Water Agreement and Well Test |
| $\square$ Deed | $\square$ Insulation Above DOE Levels | $\square$ Restrictions | $\square$ Wetlands |
| $\square$ Demographic Study | $\square$ Inventory List | $\square$ Rights of Way | $\square$ Other |

## Showing Details

| Showing Requirements* | $\square$ Beware of Dog | $\square$ Confidential | $\square$ Lockbox-Front Door | $\square$ Schedule Online |
| :--- | :--- | :--- | :--- | :--- |
| $\square 1$ Hour | $\square$ Call First | $\square$ Credit Report Required | $\square$ Lockbox-None | $\square$ Security System |
| $\square 12$ Hours | $\square$ Call First - Alarm Code | $\square$ Day Sleeper | $\square$ Lockbox-Other | $\square$ See Remarks |
| $\square 2$ Hours | $\square$ Call First - Contact | $\square$ Do Not Contact Occupant | $\square$ Lockbox-Sentrilock | $\square$ See Models |
| $\square 24$ Hour Notice | $\square$ Call First - Listing Agent | $\square$ Do Not Show Without Appt | $\square$ Lockbox-Supra | $\square$ See On-Site Manager |
| $\square 3$ Hours | $\square$ Call First - Listing Agent 2 | $\square$ Drive By | $\square$ Manager/Recep Desk | $\square$ Show Anytime |
| $\square 4$ Hours | $\square$ Call First - Listing Agent 3 | $\square$ Email First-Lister | $\square$ No Boundary Mark | $\square$ Sign on Property |
| $\square 48$ Hour Notice | $\square$ Call First - Occupant | $\square$ Gate/Entr Ctrl | $\square$ No Phone | $\square$ Smart Home Device Present |
| $\square 6$ Hours | $\square$ Call First - Office | $\square$ Gate Pass | $\square$ No Sign on Property | $\square$ Subject to Inspection |
| $\square$ 60 Hours | $\square$ Call First - Owner | $\square$ Key Available | $\square$ Off-Site Sales | $\square$ Tenant Occupied |
| $\square 8$ Hours | $\square$ Call First - Owner Deaf | $\square$ Key at Broker Office | $\square$ On-Site Sales | $\square$ Under Construction |
| $\square$ Accepted Offer | $\square$ Call First - Showing Contact | $\square$ Key at Desk | $\square$ Pet(s) on Premises | $\square$ Vacant |
| $\square$ Agent or Owner to be Present | $\square$ Call First - Showing Service | $\square$ Lister Must Accompany | $\square$ Plan Avail/No Model | $\square$ Video Monitoring On Premise |
| $\square$ Alarm on Property | $\square$ Call First - Key | $\square$ Lockbox-Combo | $\square$ Registration Required | $\square$ Other |
| $\square$ Appointment Only | $\square$ Concierge | $\square$ Lockbox-Electronic | $\square$ Restricted Times |  |

## Showing: Showing Contact

Showing Contact Type* ○ Agent ○ Occupant ○ Owner ○ Property Manager ○ Service ○ Showing Contact 1 ○ Showing Contact 2

| Showing Contact Name* | Showing Contact Phone* |
| :--- | :--- |

## Showing: Lockbox

| Lockbox Location | Lockbox Serial Number |
| :--- | ---: | :--- |
| Lockbox Type* $\quad \square$ None $\quad \square$ Combo $\square$ SentriLock $\square$ Supra $\quad \square$ Call Listing Office $\quad \square$ See Remarks |  |
| RES V1.6 (05.16.18) | TIP: If you have documents to upload to your listing, you can do that by clicking Manage Documents. |

