



RESIDENTIAL INCOME PROPERTY FORM

MLS # _____

All fields marked with an asterisk () and **Bold Text** are required.

STANDARD INFORMATION	1 * Area: _____	* County: _____	*STATUS <input type="checkbox"/> Active <input type="checkbox"/> Pending Still Show <input type="checkbox"/> Pending <input type="checkbox"/> Sold	
	2 * Listing Price \$: _____			
	3 * Address: _____ Street # _____ St. Dir. _____ * Street Name _____			
	4 Additional Street #: _____	Street Type: _____		
	5 Unit #: _____	* City: _____		
	6 * State: _____ (2)	* ZIP+4: _____		
GENERAL INFORMATION	7 * Directions to Property: _____ (50)			
	8 * Parcel#/Tax ID: _____ (15)	* Legal Description: _____ (35)		
	9 * Annual Taxes: _____	* Tax Year: _____	Tax Exemptions: _____	
	10 * Year Built: _____	* Repossessed: <input type="checkbox"/> Yes <input type="checkbox"/> No	* Short Sale: <input type="checkbox"/> Yes <input type="checkbox"/> No	* HAFA: <input type="checkbox"/> Yes <input type="checkbox"/> No
	11 * Style: <input type="checkbox"/> 1 Story <input type="checkbox"/> 2+ Stories <input type="checkbox"/> Apt. Bldg. <input type="checkbox"/> Conversion <input type="checkbox"/> Side By Side <input type="checkbox"/> Other Style			
	12 * New Construction: <input type="checkbox"/> Yes <input type="checkbox"/> No	* County/City Building Code: _____		
	13 Annual HOA Fee: _____ (4)	Zoning Cert: <input type="checkbox"/> Yes <input type="checkbox"/> No	* Flood Insurance: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Possible	
	14 * Subdivision: _____	Elementary School: _____		
	15 Middle School: _____	* High School: _____		
	16 Owner Name: _____ (25)	Owner Phone #: _____ (10)		
	17 * Agent Owned: <input type="checkbox"/> Yes <input type="checkbox"/> No	* Agent Related To Seller: <input type="checkbox"/> Yes <input type="checkbox"/> No		
	18 * Approx Lot Size: _____	Approx. # of Acres: _____		
	19 * List Agent: _____	Cell Phone: _____		
	20 Co-List Agent: _____	Cell Phone: _____		
	21 Co-Agent From Other Office: _____	Other Office: _____		
	22 Other Agent: _____	Cell Phone: _____		
	23 Appointment Phone: _____ (10)			
	24 * Listing Type: <input type="checkbox"/> Exclusive Right to Sell <input type="checkbox"/> Exclusive Agency <input type="checkbox"/> Exclusive Right to Sell With Exemption(s)			
	25 * Co-Op Compensation: _____	* Dual/Variable: <input type="checkbox"/> Yes <input type="checkbox"/> No	* Exclude from Internet: <input type="checkbox"/> Yes <input type="checkbox"/> No	
	26 * Seller is displaying a "For Sale By Owner" or other sign or notice indicating the Seller is soliciting direct contact from Buyers: <input type="checkbox"/> Yes <input type="checkbox"/> No			
	27 * List Date: _____	* Expire Date: _____	* Chargeable Photo Services: <input type="checkbox"/> Exterior <input type="checkbox"/> Virtual Tour <input type="checkbox"/> Both <input type="checkbox"/> None	
	28 Virtual Tour (URL): http:// _____			
	29 Associated Docs: <input type="checkbox"/> Yes <input type="checkbox"/> No	Also Reference MLS #: _____		



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GENERAL INFORMATION

- 30 *Total # Units: _____ * Total # Parking: _____ *Total SQFT: _____ *Total # Wtr Htrs: _____
- 31 *Total # Heat Units: _____ *Total # A/C Units: _____ * Total # Gas Meters: _____
- 32 * Total # Elec Meters: _____ * Total # Wtr Meters: _____ Annual Vacancy Factor: _____
- 33 *Mgr On Site: Yes No * Mgr Unit Number: _____
- 34 *Gross Annual Rent Inc: _____ *Misc Annual Inc: _____ *Gross Annual Inc: _____
- 35 *Advertising Exp: _____ *Insurance Exp: _____ *Management Exp: _____
- 36 *Maintenance Exp: _____ *Garbage Collection Exp: _____ *Electric Exp: _____
- 37 *Gas Exp: _____ *Water / Sewer Exp: _____
- 38 Other Exp 1: \$ _____ Other Exp 1 Description: _____ (10)
- 39 Other Exp 2: \$ _____ Other Exp 2 Description: _____ (10)
- 40

	# Rooms	# Bedrooms	# Full Baths	# Half Baths	# Cars Garaged	Fireplace Y/N	\$ Rent
* Unit 1							
Unit 2							
Unit 3							
Unit 4							
Unit 5							

REMARKS

- 41 Remarks (400): _____

- 42 Agency Remarks (400): _____

- 43 Ad Remarks (400): _____



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FEATURES: Select All That Apply.

- A. EXTERIOR (R)**
 1. Aluminum Siding
 2. Asbestos Siding
 3. Brick
 4. Brick / Partial
 5. Composition Siding
 6. EFIS
 7. Log
 8. Stucco
 9. Steel Siding
 10. Stone
 11. Vinyl Siding
 12. Wood Siding
 13. Other Exterior
- B. ROOFING (R)**
 1. Composition Rolled
 2. Composition
 3. Metal
 4. Asbestos
 5. Cement
 6. Shake
 7. Slate
 8. Tile
 9. Tar & Gravel
 10. Other Roofing
- C. GARAGE/PARKING (R)**
 1. Attached
 2. Carport
 3. Detached
 4. Extra Storage
 5. Guest Parking
 6. Heated Garage
 7. Off-Street Parking
 8. On-Street Parking
 9. Parking Slab
 10. Shared Drive
 11. Tandem
 12. Under
 13. None
 14. Other Garage / Parking
- D. BASEMENT (R)**
 1. Cellar
 2. Cellar Doors
 3. Crawl Space
 4. Daylight
 5. Egress Window
 6. Finished
 7. Full
 8. Partial
 9. Slab
 10. Walk-Out
 11. None
 12. Other Basement

- E. HEATING / COOLING (R)**
 - Fuel
 1. Electric
 2. Gas
 3. Oil
 4. Propane
 5. Wood
 - Mechanics
 6. 2+ Heat System
 7. Baseboard
 8. Electric Air Cleaner
 9. Forced Air
 10. Gravity
 11. Heat Pump
 12. Hot Water
 13. Humidifier
 14. Propane Tank / Leased
 15. Propane Tank / Owned
 16. Radiant
 17. Solar
 18. Space Heater / Gas Blower
 19. Wall Heater
 20. Water Heater Gas
 21. Water Heater Electric
 22. Radiant Heated Floors
 23. Geo Thermal
 - Cooling
 24. 2+ Cool System
 25. Central Air
 26. Wall Units
 27. Whole House Fan
 28. Window Units
 29. No Cooling
 30. Other Heating / Cooling
- F. WATER / SEWER (R)**
 - Water
 1. Common Well
 2. Community Water System
 3. Individual Well
 4. Public Water
 5. No Water
 6. Water Not Connected
 - Sewer
 7. Cesspool
 8. Community Sewer System
 9. Public Sewer
 10. Septic System
 11. No Sewer
 12. Sewer Not Connected
 13. Sump Pump
 14. Sump Pump Hole
 15. Ejector Pump
 16. Other Water / Sewer

- G. APPLIANCES-SOME**
 1. Dishwasher
 2. Disposal
 3. Hood / Fan
 4. Microwave Oven
 5. Refrigerator
 6. Range / Oven
 7. Trash Compactor
 8. Water Softener / Owned
 9. Water Softener / Rented
 10. Other Appliances
- H. APPLIANCES-ALL**
 1. Dishwasher
 2. Disposal
 3. Hood / Fan
 4. Microwave Oven
 5. Refrigerator
 6. Range / Oven
 7. Trash Compactor
 8. Water Softener / Owned
 9. Water Softener / Rented
 10. Other Appliances
- I. LAUNDRY FACILITIES**
 1. Common
 2. Private
 3. Leased Equipment
 4. No Laundry Equipment
 5. Owned Equipment
 6. Unit Hookups
 7. Other Laundry Facilities
- J. INTERIOR AMENITIES**
 1. Cable TV Available
 2. Elevator
 3. Furnished
 4. Garage Door Opener(s)
 5. Handicap Facility
 6. Rec Room
 7. Unfurnished
- K. EXTERIOR AMENITIES**
 1. Elevator
 2. Fenced
 3. Handicap Facility
 4. Security Lighting
 5. Utility Shed
- L. ADDITIONAL AMENITIES**
 1. Playground
 2. Security System
 3. Swimming Pool
 4. Tennis Court(s)
- M. LOT DESCRIPTION (R)**
 1. Cul-De-Sac
 2. Corner
 3. Golf Course View
 4. Golf Course Frontage
 5. Lake Frontage
 6. Level
 7. Lake View
 8. Ravine
 9. Rolling
 10. River Frontage
 11. River View
 12. Terraced
 13. Wooded
 14. Other Lot Description

- N. ROAD / ACCESS**
 1. Curbs & Gutters
 2. Easement
 3. Gravel
 4. Paved
 5. Private Road
 6. Shared Access
 7. Other Road / Access
- O. FINANCING (R)**
 1. Assumption
 2. Cash
 3. Contract For Deed
 4. Conventional
 5. FHA
 6. USDARD / FmHA
 7. Trade / Exchange
 8. VA
 9. Seller Concession
 10. Other Financing
- P. LEASE INFORMATION**
 1. Month-to-Month
 2. 1 Year
 3. Various Terms
 4. Other Lease Information
- Q. TENANT PAYS**
 1. All Utilities
 2. Electric Only
 3. Garbage Collection
 4. Gas Only
 5. Gas & Electric
 6. No Utilities
 7. Sewer
 8. Water
 9. Tenant Pays Other
- R. INFO ON FILE (R)**
 1. Aerial View
 2. Assoc. Articles & Bylaws
 3. Legal Description
 4. Plat In Office
 5. Private Road Agreement
 6. Restrictions / Covenants
 7. Survey
 8. Tenant Lease(s)
 9. TOPO Map
 10. Well Agreement
 11. Historic Information
 12. None
 13. Other Info On File
- S. POSSESSION**
 1. At Closing
 2. To Be Agreed
 3. Tenants Rights
 4. Other Possession
- T. SHOWING INSTR (R)**
 1. Electronic Keybox / Keysafe
 2. Appointment Required
 3. Call Owner
 4. Combination Box
 5. Key In Office
 6. List Agent Must Be Present
 7. No Sign On Property
 8. Pets
 9. Agency Combination Box
 10. Other Showing Instructions

Owner's Signature

Owner's Signature

Date

The information contained herein is deemed reliable but not guaranteed.