

Residential Data Form

\*\* ALL FIELDS MARKED WITH AN ASTERISK (\*) MUST BE COMPLETED \*\*

STANDARD

(Select One Only)

\* Type:

- Single Family - Detached
Condo/Townhouse - Attached
Mixed Use - See Remarks
Mobile Home
Modular
Other

\* Area: \_\_\_\_\_ \* Price:\$ \_\_\_\_\_

\* Address: \_\_\_\_\_

St. # St. Dir. Street Name Street Type (i.e. Avenue, Circle)

Address 2: \_\_\_\_\_ \* Subdivision: \_\_\_\_\_

\* City: \_\_\_\_\_ \* State: \_\_\_\_\_ \* Zip Code: \_\_\_\_\_ \* County: \_\_\_\_\_

\* In City (Y/N): \_\_\_\_\_ \* IDX Include: Yes No Yes - without Address

\* VOW Include: Yes No \* VOW Address: Yes No \* VOW Comment: Yes No \* VOW AVM: Yes No

KEYWORDS

Table with columns: # of Stories, Approx. Age, Parking Type, Garage Total Capacity, Total Sq Ft Finished/Heated, Lot Size/Acreage. Includes checkboxes for various options like 'None', 'Attached Garage', 'Detached Garage', etc.

Below Grade Finished Sq Ft Range: \_\_\_\_\_ Other Rooms Finished Sq Ft Range: \_\_\_\_\_ Unfinished Sq Ft Range: \_\_\_\_\_

GENERAL

\* Residential Property Disclosure Statement Required (Y/N): \_\_\_\_\_ \* Lead Based Paint Disclosure Required (Y/N): \_\_\_\_\_

\* Tax ID Number: \_\_\_\_\_ Legal Lot Number: \_\_\_\_\_

\*\* Approx. Lot Dimensions: \_\_\_\_\_ \*\* Approx. # of Acres: \_\_\_\_\_
(Enter Frontage first then clockwise. If dimensions are uneven round down) (\*\* Either Approx. Lot Dimensions or Approx. # of Acres are required)

Lake Property: Yes No Lake / Location: \_\_\_\_\_ Equestrian Property: Yes No

Approx. Year Built: \_\_\_\_\_ Builders Name: \_\_\_\_\_ Model Name: \_\_\_\_\_ Zoning: \_\_\_\_\_

\* Elementary School: \_\_\_\_\_ \* Middle School: \_\_\_\_\_ \* High School: \_\_\_\_\_

\* List Agent/List Office: \_\_\_\_\_

List Team: \_\_\_\_\_ Co-List Agent/Office: \_\_\_\_\_

Brokerage Relationship: Buyer Agent Sub Agent Transaction Broker \* Listing Type: \_\_\_\_\_

\* BA: \_\_\_\_\_ \* SA: \_\_\_\_\_ \* TB: \_\_\_\_\_ \* Variable Rate Com (Y/N): \_\_\_\_\_ Bonus (Y/N): \_\_\_\_\_

\* Listing Date: \_\_\_\_\_ \* Expiration Date: \_\_\_\_\_ \* Auction (Y/N): \_\_\_\_\_

Virtual Tour: \_\_\_\_\_ Non-Branded Virtual Tour: \_\_\_\_\_

Non-Branded Aerial Tour: \_\_\_\_\_ Online Offers: \_\_\_\_\_

ROOM INFO

Table with columns: Y/N, Size, Room Name, Y/N, Size, Other Room(s), Size. Rows include Living Room, Dining Room, Breakfast Room, Kitchen, Great Room, Den, Bonus/Rec. Room, Sun Room, Master Bedroom, Bedroom #2-5, Deck, Patio, Laundry, Loft, and summary rows for Bedrooms, Baths, and Fireplaces.

**FINANCIAL**

\* Total Taxes \$: \_\_\_\_\_ \* Tax Year: \_\_\_\_\_ \* Tax Rate (4%/6%): \_\_\_\_\_ \* Short Sale (Y/N): \_\_\_\_\_ \* Foreclosure (Y/N): \_\_\_\_\_

\* HOA (Y/N): \_\_\_\_\_ \*\* HOA/Regime Fee Mandatory (Y/N): \_\_\_\_\_ \*\* HOA/Regime Fee Term:  Annual  Monthly  Other

\*\* Additional fields required if HOA = Yes

\*\* HOA/Regime Fee \$: \_\_\_\_\_ \*\* HOA Contact Name &amp; Phone #: \_\_\_\_\_

Special Assessment (Y/N): \_\_\_\_\_ \*\* Assessment Mandatory (Y/N): \_\_\_\_\_ \*\* Assessment Term:  Annual  Monthly  Other

\*\* Additional fields required if Special Assessment = Yes

\*\* Assessment Fee \$: \_\_\_\_\_ \*\* Assessment Comments: \_\_\_\_\_

Electric Co: \_\_\_\_\_ Gas Co: \_\_\_\_\_ Water Co: \_\_\_\_\_

**FEATURES****\* AA - STYLE**

- AA1 - Bungalow
- AA2 - Cape Cod
- AA3 - Charleston
- AA4 - Colonial
- AA5 - Contemporary
- AA6 - Craftsman
- AA7 - Duplex Style
- AA8 - European
- AA9 - Log
- AA10 - Mixed Use
- AA11 - Mobile - No Foundation
- AA12 - Mobile - Permanent Foundation
- AA13 - Patio
- AA14 - Ranch
- AA15 - Salt Box
- AA16 - Southwestern
- AA17 - Split Foyer
- AA18 - Traditional
- AA19 - Tri/Split Level
- AA20 - Tudor
- AA21 - Victorian
- AA22 - Other

**\* BA - EXTERIOR FINISH**

- BA1 - Aluminum Siding
- BA2 - Asbestos Shingle
- BA3 - Block
- BA4 - Brick Veneer - Full
- BA5 - Brick Veneer - Partial
- BA6 - Concrete Plank
- BA7 - Hardboard Siding
- BA8 - Masonry Stucco
- BA9 - Stone
- BA10 - Synthetic Stucco
- BA11 - Vinyl Siding
- BA12 - Wood
- BA13 - Other

**\* CA - LOT DESCRIPTION**

- CA1 - Corner
- CA2 - Creek
- CA3 - Cul-de-Sac
- CA4 - Deeded Boat Slip
- CA5 - Dock
- CA6 - Fenced Yard
- CA7 - Lake
- CA8 - Level
- CA9 - Mountain View
- CA10 - Mountain
- CA11 - On Golf Course
- CA12 - Pasture
- CA13 - Pond
- CA14 - River
- CA15 - Sidewalk
- CA16 - Sloped Gently
- CA17 - Some Trees
- CA18 - Steep
- CA19 - Underground Utilities
- CA20 - Water Access
- CA21 - Water Front
- CA22 - Water View
- CA23 - Wooded

**CB - LAKE PROP FEATURES**

- CB1 - Water Front Lot
- CB2 - Interior Lot
- CB3 - Dock in Place
- CB4 - Zoned / See Remarks

**CC - EQUESTRIAN PROP FEATURES**

- CC1 - 1-4 Stalls
- CC2 - 5-8 Stalls
- CC3 - 9+ Stalls
- CC4 - Arena
- CC5 - Arena Covered
- CC6 - Barn
- CC7 - Boarding Stable
- CC8 - Fenced
- CC9 - Government Land Access
- CC10 - Pasture
- CC11 - Riding Trail(s)
- CC12 - Round Pen
- CC13 - Other

**\* DA - FOUNDATION**

- DA1 - Basement
- DA2 - Crawl Space
- DA3 - Crawl Space/Slab
- DA4 - Slab
- DA5 - Sump Pump
- DA6 - Dehumidifier

**\* EA - BASEMENT**

- EA1 - Full Finished
- EA2 - Partial Finished
- EA3 - Full
- EA4 - Partial
- EA5 - Stubbed
- EA6 - Sump Pump
- EA7 - Unfinished
- EA8 - Walkout
- EA9 - Dehumidifier
- EA10 - Interior Access
- EA11 - None

**\* FA - EXTERIOR FEATURES**

- FA1 - Balcony
- FA2 - Barn/Stall
- FA3 - Deck
- FA4 - Elevator
- FA5 - Generator
- FA6 - Disability Access
- FA7 - Hot Tub
- FA8 - Outdoor Fireplace
- FA9 - Outdoor Kitchen
- FA10 - Patio
- FA11 - Pool - Above Ground
- FA12 - Pool House
- FA13 - Pool - In Ground
- FA14 - Porch - Enclosed
- FA15 - Porch - Front
- FA16 - Porch - Screened
- FA17 - Porch - Other
- FA18 - Porch - Wrap Around
- FA19 - Riding Area
- FA20 - Satellite Dish
- FA21 - Sprinkler In Ground - Full Yard
- FA22 - Sprinkler In Ground - Partial Yard
- FA23 - Some Storm Doors
- FA24 - Some Storm Windows
- FA25 - Tilt Out Windows
- FA26 - Vinyl/Aluminum Trim
- FA27 - Windows-Thermal
- FA28 - None

**\* GA - ROOF**

- GA1 - Architectural
- GA2 - Composition Shingle
- GA3 - Metal
- GA4 - Slate
- GA5 - Tile
- GA6 - Wood Shingle
- GA7 - Other

**\* HA - PARKING / GARAGE**

- HA1 - Assigned Parking 1 Sp
- HA2 - Assigned Parking 2 Sp
- HA3 - Assigned Parking 3+ Sp
- HA4 - Attached Garage 1 Car
- HA5 - Attached Garage 2 Cars
- HA6 - Attached Garage 3+ Cars
- HA7 - Basement Level
- HA8 - Carport 1 Car
- HA9 - Carport 2 Cars
- HA10 - Carport 3+ Cars
- HA11 - Courtyard Entry
- HA12 - Covered Parking Space
- HA13 - Detached Garage 1 Car
- HA14 - Detached Garage 2 Cars
- HA15 - Detached Garage 3+ Cars
- HA16 - Door Opener
- HA17 - Key Pad Entry
- HA18 - Side/Rear Entry
- HA19 - Tandem
- HA20 - Workshop
- HA21 - Yard Door
- HA22 - None

**\* HB - DRIVEWAY**

- HB1 - Circular
- HB2 - Gravel
- HB3 - Easement
- HB4 - Extra Pad
- HB5 - Paved
- HB6 - Shared or Common
- HB7 - Specialty
- HB8 - Unpaved
- HB9 - None

**\* IA - INTERIOR FEATURES**

- IA1 - 2 Story Foyer
- IA2 - 2nd Stair Case
- IA3 - Attic Stairs - Disappearing
- IA4 - Attic Stairs - Permanent
- IA5 - Bookcase
- IA6 - Cable Available
- IA7 - Ceiling Fan
- IA8 - Ceiling - 9ft+
- IA9 - Ceiling - Cathedral/Vaulted
- IA10 - Ceiling - Trey
- IA11 - Ceiling - Blown
- IA12 - Ceiling - Smooth
- IA13 - Ceiling - Dropped
- IA14 - Ceiling - Coffered
- IA15 - Central Vacuum
- IA16 - Countertops - Granite
- IA17 - Countertops - Quartz
- IA18 - Countertops - Laminate
- IA19 - Countertops - Solid Surface
- IA20 - Countertops - Other
- IA21 - Dual Master Bedrooms
- IA22 - Elevator
- IA23 - Gas Dryer Hookup
- IA24 - Disability Access
- IA25 - Second Living Quarters
- IA26 - Intercom

**\* IA - INTERIOR FEATURES (cont.)**

- IA27 - Multi-Phone Lines
- IA28 - Open Floor Plan
- IA29 - Pantry - Closet
- IA30 - Pantry - Walk-in
- IA31 - Pot Filler Faucet
- IA32 - Radon System
- IA33 - Sauna
- IA34 - Security System - Owned
- IA35 - Security System - Leased
- IA36 - Sky Lights
- IA37 - Smart Systems Pre-Wiring
- IA38 - Smoke Detector
- IA39 - Some Window Treatments
- IA40 - Split Floor Plan
- IA41 - Tub - Jetted
- IA42 - Tub - Garden
- IA43 - Walk In Closet
- IA44 - Wet Bar

**IB - SECOND LIVING QUARTERS**

- IB1 - Basement
- IB2 - Detached
- IB3 - Kitchen/Kitchenette
- IB4 - Main Level
- IB5 - Second Level
- IB6 - Separate Entrance

**\* JA - MRBED FEATURES**

- JA1 - Dressing Room
- JA2 - Double Sink
- JA3 - Fireplace
- JA4 - Full Bath
- JA5 - Half Bath
- JA6 - Master on 2nd Level
- JA7 - Master on Main Level
- JA8 - Multiple Closets
- JA9 - Shower Only
- JA10 - Shower - Separate
- JA11 - Shower - Steam
- JA12 - Sitting Room
- JA13 - Tub - Garden
- JA14 - Tub - Separate
- JA15 - Tub/Shower
- JA16 - Tub - Jetted
- JA17 - Walk-in Closet

**\* KA - SPECIALTY ROOM**

- KA1 - Comb Liv & Din Room
- KA2 - Exercise Room
- KA3 - Laundry
- KA4 - Loft
- KA5 - Media Room/Home Theater
- KA6 - Office/Study
- KA7 - Sun Room
- KA8 - Workshop
- KA9 - Bonus Room/Rec Room
- KA10 - 2nd Kitchen/Kitchenette
- KA11 - Wine Cellar
- KA12 - Other
- KA13 - None

**\* KB - LAUNDRY**

- KB1 - 1st Floor
- KB2 - 2nd Floor
- KB3 - Basement
- KB4 - Closet Style
- KB5 - Garage/Storage
- KB6 - Kitchen
- KB7 - Sink
- KB8 - Walk-in
- KB9 - Dryer - Gas Hookup
- KB10 - Dryer - Electric Hookup
- KB11 - Multiple Hookups
- KB12 - Stackable Accommodating
- KB13 - None

**\* LA - APPLIANCES**

- LA1 - Compactor
- LA2 - Cook Top - Down Draft
- LA3 - Cook Top - Electric
- LA4 - Cook Top - Gas
- LA5 - Cook Top - Smooth
- LA6 - Dishwasher
- LA7 - Disposal
- LA8 - Double Oven
- LA9 - Dryer
- LA10 - Freezer
- LA11 - Ice Machine
- LA12 - Microwave - Stand Alone
- LA13 - Microwave - Built In
- LA14 - Microwave - Convection
- LA15 - Oven(s) - Wall
- LA16 - Oven - Convection
- LA17 - Oven - Electric
- LA18 - Oven - Gas
- LA19 - Oven - Self Cleaning
- LA20 - Refrigerator
- LA21 - Stand Alone Range - Down Draft
- LA22 - Stand Alone Range - Electric
- LA23 - Stand Alone Range - Gas
- LA24 - Stand Alone Range - Smooth Top
- LA25 - Warming Drawer
- LA26 - Washer
- LA27 - Wine Chiller
- LA28 - Other
- LA29 - None

**\* MA- FIREPLACE**

- MA1 - Circulating
- MA2 - Double Sided / See Through
- MA3 - Freestanding
- MA4 - Gas Logs
- MA5 - Gas Starter
- MA6 - Masonry
- MA7 - Outdoor
- MA8 - Screen
- MA9 - Ventless
- MA10 - Woodstove
- MA11 - Wood Burning Fireplace
- MA12 - None

**\* NA - HEATING SYSTEM**

- NA1 - Baseboard
- NA2 - Damper Controlled
- NA3 - Ductless
- NA4 - Electric
- NA5 - Gas Available
- NA6 - Geothermal
- NA7 - Floor Furnace
- NA8 - Forced Air
- NA9 - Multi-Units
- NA10 - Natural Gas
- NA11 - No Heat
- NA12 - Oil
- NA13 - Propane Gas
- NA14 - Radiant
- NA15 - Radiator
- NA16 - Solar
- NA17 - Wall Furnace
- NA18 - Wood

**\* OA - COOLING SYSTEM**

- OA1 - Attic Fan
- OA2 - Central Forced
- OA3 - Damper Controlled
- OA4 - Ductless
- OA5 - Electric
- OA6 - Geothermal
- OA7 - Wall/Window Units
- OA8 - Multi-Units
- OA9 - No Cooling

**\* PA - FLOORS**

- PA1 - Bamboo
- PA2 - Brick
- PA3 - Carpet
- PA4 - Ceramic Tile
- PA5 - Concrete
- PA6 - Cork
- PA7 - Hardwood
- PA8 - Hwd/Pine Floor Under Carpet
- PA9 - Laminate Flooring
- PA10 - Marble
- PA11 - Parquet
- PA12 - Pine
- PA13 - Slate
- PA14 - Stone
- PA15 - Vinyl
- PA16 - Other

**\* OA - WATER**

- QA1 - Public
- QA2 - Public Available
- QA3 - Private Co-Op
- QA4 - Well

**\* RA - SEWER**

- RA1 - Public
- RA2 - Public Available
- RA3 - Septic

**\* SA - WATER HEATER**

- SA1 - Electric
- SA2 - Gas
- SA3 - Multiple Units
- SA4 - Tankless
- SA5 - Other

**\* TA - STORAGE SPACE**

- TA1 - Attic
- TA2 - Garage
- TA3 - Out Building
- TA4 - Out Building w/Electric
- TA5 - Other
- TA6 - None

**\* UA - DOCS ON FILE**

- UA1 - 3rd Party Documents
- UA2 - Appraisal
- UA3 - CL100
- UA4 - Energy Star Docs
- UA5 - Foreclosure Documents
- UA6 - Energy Star Docs
- UA7 - Home Inspection
- UA8 - House Plans
- UA9 - Lead Based Paint Doc.
- UA10 - Lease(s)
- UA11 - Radon Test
- UA12 - Restrictive Covenants/By-Laws
- UA13 - Seller Disclosure
- UA14 - Septic Inspection
- UA15 - Soil Test
- UA16 - Stucco Report
- UA17 - Survey
- UA18 - Termite Bond
- UA19 - Topography Study
- UA20 - Well Inspection
- UA21 - Warranty Furnished
- UA22 - Other
- UA23 - None

**\* VA - DOCUMENTS WITH OFFER**

- VA1 - 3rd Party Addendum
- VA2 - As Is Addendum
- VA3 - Copy Earnest Money Check
- VA4 - Foreclosure Documents
- VA5 - Lead Based Paint Letter
- VA6 - Pre-Approval Letter / Proof of Funds
- VA7 - Signed SDS
- VA8 - Specified Sales Contract
- VA9 - See Remarks
- VA10 - None

**\* WA - ON INTERNET**

- WA1 - Yes
- WA2 - No
- WA3 - Yes Without Address

**XA - SPECIAL FINANCES**

- XA1 - Assumable
- XA2 - Lease/Purchase
- XA3 - Owner May Finance
- XA4 - Possible Exchange
- XA5 - Possible USDA Rural Housing

**\* YA - GARBAGE PICKUP**

- YA1 - Private
- YA2 - Public
- YA3 - None

**\* ZB - CONDO REGIME INCLUDES**

- ZB1 - By-Laws
- ZB2 - Common Area Insurance
- ZB3 - Common Area - Electric
- ZB4 - Common Area - Gas
- ZB5 - Exterior Maintenance
- ZB6 - Insurance
- ZB7 - Lawn Maintenance
- ZB8 - Parking
- ZB9 - Pest Control
- ZB10 - Pet Restrictions
- ZB11 - Pool
- ZB12 - Recreation Facilities
- ZB13 - Restrictive Covenants
- ZB14 - Security
- ZB15 - Street Lights
- ZB16 - Termite Contract
- ZB17 - Trash Service
- ZB18 - Water
- ZB19 - Other
- ZB20 - None

**\* ZC - HOA / COMMUNITY AMENITIES**

- ZC1 - Age Restricted
- ZC2 - Air Strip
- ZC3 - Athletic Facilities/Field(s)
- ZC4 - Boat Ramp
- ZC5 - Boat Storage
- ZC6 - Club House
- ZC7 - Common Area(s)
- ZC8 - Dock
- ZC9 - Dog Park
- ZC10 - Exercise Facility
- ZC11 - Gated Community
- ZC12 - Golf
- ZC13 - Historic Area
- ZC14 - Horses Permitted
- ZC15 - Landscape Maintenance
- ZC16 - Lawn Maintenance
- ZC17 - Lights
- ZC18 - Neighborhood Lake/Pond
- ZC19 - Path
- ZC20 - Pet Restrictions
- ZC21 - Playground
- ZC22 - Pool
- ZC23 - Private Roads
- ZC24 - Security Guard
- ZC25 - Some Sidewalks
- ZC26 - Spa/Hot Tub(s)
- ZC27 - Tennis Court(s)
- ZC28 - Vehicle Restrictions
- ZC29 - Water Access
- ZC30 - Other
- ZC31 - None

**\* ZD - SHOWING**

- ZD1 - Advance Notice Required
- ZD2 - Appointment Only
- ZD3 - Beware of Pets
- ZD4 - Entry/Gate Code Required
- ZD5 - List Agent Present
- ZD6 - Lockbox - Electronic
- ZD7 - Lockbox - CBS Code Required
- ZD8 - Lockbox - Combination
- ZD9 - No Appointment Required
- ZD10 - No Sign
- ZD11 - Occupied
- ZD12 - Owner/Agent
- ZD13 - Owner/Agent Related
- ZD14 - Restricted Hours
- ZD15 - Show Anytime
- ZD16 - Tenant Occupied
- ZD17 - Utilities Disconnected
- ZD18 - Vacant
- ZD19 - Other

**\* ZE - ADDITIONAL FEES**

- ZE1 - Condo Move-In Fee
- ZE2 - HOA Mgmt Transfer Fee
- ZE3 - Subdivision Transfer Fee
- ZE4 - Other / Misc. Fee
- ZE4 - None

**ZF - GREEN CERTIFICATION**

- ZF1 - Full - Docs Req.
- ZF2 - Partial - Docs Req.
- ZF3 - Energy Star Certified Home
- ZF4 - Other - Docs Req.

**ZG - DISABILITY FEATURES**

- ZG1 - ADA Certified - Docs Req.
- ZG2 - ADA Door Handles
- ZG3 - Exterior Ramp
- ZG4 - Lift / Elevator
- ZG6 - Roll in Shower
- ZG7 - Wide Doorways

\* DIRECTIONS (255 Characters)

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REMARKS (4,000 Characters) This Field is for MLS Member to Consumer communication intended for Public display on Member IDX sites. Branding is NOT allowed in this field. (i.e. Phone Numbers, Websites, Agent and/or Office Names, Security Information)

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SYNDICATION REMARKS (4,000 Characters) This Field is for MLS Member to Consumer communication intended for Public display on syndication sites. Branding IS allowed in this field. (i.e. Phone Numbers, Websites, Agent and/or Office Names)

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MEMBER REMARKS (4,000 Characters) For MLS Member to Member communication only

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**OFFICE INFO**

Owner Name: \_\_\_\_\_ Owner Phone: \_\_\_\_\_

Detailed Showing Instructions: \_\_\_\_\_

\* Showing:  Call Specified Appointment Center  Call Listing Office  Call Listing Agent  Other \* Contact # for Appointments: \_\_\_\_\_

Online Appointment Reservations (URL): \_\_\_\_\_ Enable Schedule-It (Y/N): \_\_\_\_\_

**Square Footage Information** (Will be required when listing is marked Sold)

\* Total Finished Sq. Ft.: \_\_\_\_\_ (includes all heated and/or cooled Sq. Ft.)

\* Other Rooms Finished Sq. Ft.: \_\_\_\_\_ (finished rooms not heated and/or cooled)

\* Unfinished Sq. Ft.: \_\_\_\_\_ (include all unfinished Sq. Ft.)

\* Below Grade Finished Sq. Ft.: \_\_\_\_\_ (Sq. Ft. below front door threshold.) (ie: tri/split-level or basements)

**Confidential Information** (For Office Use Only)

Lock Box#: \_\_\_\_\_ Shackle Code: \_\_\_\_\_ CBS Code: \_\_\_\_\_

Security System Instructions: \_\_\_\_\_

Owner(s) Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Owner(s) Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

The data input form contains listing data that is accurate to the best of my/our knowledge, and may be used as a basis for presenting the property to prospective buyers, and is incorporated into the Exclusive Right to Sell Contract, and/or Exclusive Agency Contract. I/we agree to hold harmless and indemnify the REALTOR® for any loss or cost arising as a result of erroneous information provided by me/us.