

Property Data Form For Use By Members Only - ALL UNDERLINED FIELDS ARE REQUIRED

Agent Name _____ **Date Entered** ____ / ____ / ____ **MLS#** _____

PROPERTY TYPE (Limit 1): ☐ Single Family (SFM) ☐ Condo-Villa (CND) ☐ Multi Family (MUL)

GENERAL INFORMATION

Rent/LSE Amt \$ _____ **Date Available** ____ / ____ / ____ **List Date** ____ / ____ / ____ **Expiration Date** ____ / ____ / ____

Rent/LSE Price Per ☐ 1 Year ☐ Lease Option ☐ Less than 1 Year ☐ Month to Month ☐ More than 1 Year

Street # _____ **Street Direction** _____ **Street Name** _____ **Street Type** _____
(Avenue, Court, Lane, etc)

Unit # _____ **Zip Code** _____ **Zip +4** _____ **State** _____ **County** _____ **City** _____

Township _____ **Area** _____ **Parcel ID#** _____

School District _____ **Elementary School** _____ **High School** _____

Pub. On Internet ☐ Yes ☐ No **Broker Recip.** ☐ Yes ☐ No **VOW Include** ☐ Yes ☐ No **VOW Address** ☐ Yes ☐ No

Allow VOW AVM ☐ Yes ☐ No **Allow VOW Comments** ☐ Yes ☐ No

LISTING INFORMATION

Occupied by ☐ Owner ☐ Tenant ☐ Vacant **Listing Agreement Type** ☐ ER (Exclusive Right to Sell) ☐ EA (Exclusive Agency)

Compensation (\$/%) _____ **Compensation Description** _____ **Dual Rate** ☐ Yes ☐ No

Sec 8 Cert: ☐ Yes ☐ No **Furnished** ☐ Yes ☐ No **Security Deposit** ☐ Yes ☐ No **Security Deposit Amt \$** _____

Application Fee Req'd ☐ Yes ☐ No **Smoking Permitted** ☐ Yes ☐ No **Credit Background Check** ☐ Yes ☐ No

Background Check Fee ☐ Yes ☐ No **Fee Amount** _____ **Pets** ☐ No ☐ Restrictions ☐ Yes ☐ Yes Negotiable

Pet Type (No Limit) ☐ Cat ☐ Dog ☐ Other **Tenant Pays (No Limit)** ☐ Cable/Satellite ☐ Electric ☐ Gas ☐ Lawn Care ☐ Other

☐ Sewer ☐ Snow Removal ☐ Trash ☐ Water **Laundry Facility (No Limit)** ☐ Shared Washer/Dryer

☐ Washer/Dryer Hookup ☐ Washer/Dryer Included **Pet Weight Limit** _____ **Pet Deposit Required** ☐ Yes ☐ No

AGENT INFORMATION

Listing Agent ID _____ (Select Find an Agent in Listing Load) **List Agent Name** _____ (All other fields will populate in the Listing Load)

Co-List Agent ID _____ (Select Find an Agent in Listing Load) **Co-List Agent Name** _____ (All other fields will populate in the Listing Load)

PROPERTY INFORMATION

Condo/Villa Fee \$ _____ **Approx. Sq. Feet (Unit/House)** _____ **Sq. Ft. Source** ☐ Blue Prints ☐ Measured ☐ None

☐ Other ☐ Public Records ☐ See Remarks **Built Prior to 1978** ☐ Yes ☐ No **Lead Base Paint Disclosure** ☐ Yes ☐ No

Bedrooms _____ **F Bath Upper** _____ **H Bath Upper** _____ **F Bath Main** _____ **H Bath Main** _____ **F Bath Lower** _____

H Bath Lower _____ **Master Bath** ☐ Yes ☐ No **Accessibility Features** ☐ Yes ☐ No **Features Available (Limit 3)** ☐ Accessibility

Features Form ☐ Curbless Shower ☐ Doors 32"+ ☐ Grab Bars ☐ Hallways 32"+ ☐ Handrails ☐ Lever Handles

☐ Wheel Chair Ramp

ROOMS INFORMATION (Level Choices L=Lower, M=Main, U=Upper)

Level	Length/Width	Level	Length/Width	Other Room Choices	
Master Bed	_____ x _____	Den	_____ x _____	Bonus Room	Library
Bedroom 2	_____ x _____	Dining Room	_____ x _____	Breakfast	Loft
Bedroom 3	_____ x _____	Family Room	_____ x _____	Breezeway	Mud Room
Bedroom 4	_____ x _____	Kitchen	_____ x _____	Enclosed Porch	Office
Bedroom 5	_____ x _____	Living Room	_____ x _____	Entry	Other
				Exercise Room	Rec. Room
				Finished Basement	Screen Porch
				Great Room	Sunroom
				Home Theater	Utility Room
					Workshop

1. Type (Limit 1)

- ☐ 1 STY (SFM) (MUL)
☐ 1.5 STY (SFM) (CND)
☐ 2 STY (SFM) (MUL)
☐ 2.5 STY (SFM)
☐ 3 STY (SFM) (MUL)
☐ Bi-Level (SFM)
☐ Cluster (CND)
☐ Free Standing (CND)
☐ Lower (CND) (MUL)
☐ Main (CND) (MUL)
☐ Other
☐ Quad Level (SFM)
☐ Ranch (CND)
☐ Split (SFM)
☐ Town (CND)
☐ Tri-Level (SFM) (MUL)
☐ Upper (CND) (MUL)

2. Foundation (Limit 2)

- ☐ Craw
☐ Full Basement
☐ Partial Basement
☐ Slab
☐ Walk Out

3. Parking (Limit 4)

- ☐ Additional Storage (SFM)
☐ Assigned (CND) (MUL)
☐ Attached (SFM) (CND) (MUL)
☐ Carport (SFM) (CND) (MUL)
☐ Detached (SFM) (CND) (MUL)
☐ Garage (SFM) (CND) (MUL)
☐ None
☐ Off Street (SFM)
☐ Other
☐ Parking Lot (CND) (MUL)
☐ Rear Load (SFM) (CND)
☐ Side Load (SFM) (CND)
☐ Underground (CND) (MUL)

4. Driveway (Limit 2)

- ☐ Adjoining (SFM) (CND)
☐ Alley
☐ Asphalt
☐ Circular
☐ Concrete
☐ Dirt
☐ Gravel
☐ None
☐ Other
☐ Pavers (SFM) (CND)
☐ Ribbon (SFM) (CND)
☐ Shared (SFM) (CND) (MUL)
☐ Stamped (SFM) (CND)

5. Lot Desc. (Limit 3)

- ☐ Corner
☐ Creek
☐ Cul-De-Sac
☐ Deadend

- ☐ Extra Lot
☐ Farm
☐ Golf
☐ Irregular
☐ Lake Front
☐ Other
☐ Paved Road
☐ Pond
☐ Private Road
☐ Ravine
☐ Regular
☐ River Front
☐ Rural
☐ Trees
☐ Unpaved
☐ Water Access
☐ Water View
☐ Waterfront
☐ Wooded
☐ Zero Lot Line

6. Fireplace (Limit 5)

- ☐ Basement – Rec
☐ Circbrow
☐ Family
☐ Free
☐ Gas
☐ Glass
☐ Grate
☐ Insert
☐ Living
☐ Log Lite
☐ Master
☐ None
☐ Other
☐ Screen(s)
☐ Tools
☐ Wood Stove
☐ Woodburn

7. Heating(Limit 10)

- ☐ Boiler
☐ Forced Air
☐ Geothermal
☐ Gravity
☐ Heat Pump
☐ Hot Water
☐ Other
☐ Radiant
☐ Radiator
☐ Water Base

8. Heat Fuel (Limit 7)

- ☐ Electric
☐ Natural Gas
☐ Oil
☐ Other
☐ Propane
☐ Solar
☐ Wood/Coal

9. Cooling (Limit 5)

- ☐ Central Air
☐ None
☐ Other
☐ Wall
☐ Window

10. Water Heater (Limit 1)

- ☐ Electric
☐ Gas
☐ Oil
☐ Other
☐ Propane
☐ Solar

11. Water (Limit3)

- ☐ Holding
☐ Other
☐ Pond
☐ Private
☐ Public
☐ Shared Well
☐ Well

12. Sewer (Limit 3)

- ☐ Other
☐ Sanitary
☐ Septic
☐ Storm(s)

13. Exterior Amenities (Limit 10)

- ☐ Above Ground Pool
☐ Balcony
☐ Barn
☐ Breaker Box
☐ Deck
☐ End Unit
☐ Fence
☐ In Ground Pool
☐ Invisible Fence
☐ Irrigation System
☐ Other
☐ Patio
☐ Pole Barn
☐ Screen Porch
☐ Screen(s)
☐ Shed
☐ Storm(s)
☐ TV Antenna
☐ Waste Trash Sys
☐ Well

14. Complex/Subdivision Amenities (Limit 4)

- ☐ Bike/Walk Path
☐ Clubhouse
☐ Fitness Facility
☐ Golf Club
☐ Indoor Sports Facility
☐ Outdoor Sports Facility
☐ Park
☐ Pool

15. Interior Amenities (Limit 15)

- ☐ 1st Laundry
☐ 2nd Laundry
☐ Add Living Qtrs
☐ Air Filter
☐ Attic Fan
☐ Attic Storage
☐ Cable TV
☐ Central Vac
☐ Compactor
☐ Dehumidifier
☐ Dishwasher
☐ Disposal
☐ Dryer
☐ Elec. Range
☐ Elevator
☐ Garden/Soak Tub
☐ Gas Grill
☐ Gas Range
☐ Hot Tub
☐ House Fan
☐ Humidifier
☐ Intercom
☐ Lift
☐ Microwave
☐ None
☐ Opener
☐ Pool
☐ Range/Oven
☐ Refrigerator
☐ Security System
☐ Smoke Alarm
☐ Walk in Closet(s)
☐ Washer
☐ Whirlpool Tub

Remarks (max 600):

Private Remarks (max 150):

Agent Remarks (max 400):

Directions To Property (max 150):

Lockbox Serial Number: _____

Interior/Exterior Audio/Video Equipment☐ Yes☐ No

Showing Instructions (max 100):

Dotloop Easy Offer Link _____

Secure Showing Instructions for ShowingTime (max 250):

Virtual Tour URL: (Unbranded)

LISTING ATTRIBUTION CONTACT

Pick only one

☐ Agent Phone☐ Agent e-mail☐ Office Phone