

## 1. Basic

### Listing Information:

<b>*List Price:</b> \$ _____	<b>List Price Low:</b> \$ _____	<b>Price Per Unit:</b> \$ _____	<b>Price Per Square Foot:</b> \$ _____	<b>*APN:</b> _____
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### Address Information:

**\*Street Number:** \_\_\_\_\_ **Street Direction:**  North  East  South  West **\*Street Name:** \_\_\_\_\_

### Street Suffix:

Alley     Causeway     Cut/ Cutoff     Freeway     Island     Mall     Pathway     Plaza     Run     Terrace     Turnpike  
 Avenue     Circle     Drive     Highway     Lane     Parkway     Pike     Rise     Square     Trace     Walk  
 Boulevard     Court     Expressway     Interstate     Loop     Pass/Bypass     Place     Road     Street     Trails     Way

**\*City:** \_\_\_\_\_ **\*State:** \_\_\_\_\_ **\*Zip Code:** \_\_\_\_\_ **Zip Code 4 Digits:** \_\_\_\_\_

<b>*Market Area: (See Page 5):</b> _____	<b>*County:</b> <input type="checkbox"/> Los Angeles <input type="checkbox"/> Orange <input type="checkbox"/> Kern <input type="checkbox"/> Riverside <input type="checkbox"/> San Diego <input type="checkbox"/> San Luis Obispo <input type="checkbox"/> Ventura <input type="checkbox"/> San Bernardino <input type="checkbox"/> Imperial <input type="checkbox"/> Santa Barbara <input type="checkbox"/> Other State	<b>*Thomas Guide Number:</b> _____
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**\*Cross Streets:** \_\_\_\_\_

**Driving Directions:** \_\_\_\_\_

### Basic Information:

<b>Senior Community:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Stories:</b> <input type="checkbox"/> Top Level <input type="checkbox"/> Mid Level <input type="checkbox"/> One Level <input type="checkbox"/> Top Level <input type="checkbox"/> Two Level <input type="checkbox"/> Multi Level <input type="checkbox"/> Three Or More Levels <input type="checkbox"/> Split Level <input type="checkbox"/> Ground Level	<b>*Rent Control:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>*Year Built:</b> _____
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<b>Square Foot Structure:</b> _____	<b>Lot Square Footage:</b> _____	<b>Square Foot Source Lot:</b> <input type="checkbox"/> Assessor's Data <input type="checkbox"/> Not Taped <input type="checkbox"/> Builder's Data <input type="checkbox"/> See Remarks <input type="checkbox"/> Estimated <input type="checkbox"/> Seller <input type="checkbox"/> Landlord/Lessor/ Owner <input type="checkbox"/> Taped
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**Square Footage Studio Approximate Average:** \_\_\_\_\_ **Gross Equity:** \$ \_\_\_\_\_

**Square Footage 1 Bedroom Approximate Average:** \_\_\_\_\_ **Present Loans Amount:** \$ \_\_\_\_\_

**Square Footage 2 Bedroom Approximate Average:** \_\_\_\_\_ **Have:** \_\_\_\_\_

**Square Footage 3 Bedroom Approximate Average:** \_\_\_\_\_ **\*Number of Buildings:** \_\_\_\_\_ **\*Number of Units Total:** \_\_\_\_\_

## 2. Description

**Property Description:** The Property Description shall be used to describe the property. All text must be entered in the English language ONLY. The following are not allowed to appear in Property Desc.: Gate/Alarm Codes, Lock box Combo, FSBO, Vacant, Open House, E-mail Addresses, Web site Addresses, Phone Numbers, Agent, assistant, co-list or owner names, any language that violates Fair Housing/HUD guidelines.

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**Virtual Tour Web site Address:** The Virtual Tour field shall contain ONLY a live link to a Virtual Tour of the property. The Virtual Tour may not include such things as: agent/broker photos, agent/broker names, phone numbers, web site address, e-mail addresses or advertising other than about the property, No messages or solicitation of any kind. (<http://www.google.com>).

## 3. Features

### Interior Features:

<b>Fireplace:</b> <input type="checkbox"/> Den <input type="checkbox"/> Family Room <input type="checkbox"/> Living Room <input type="checkbox"/> Master Bedroom <input type="checkbox"/> Master Retreat <input type="checkbox"/> Patio		<b>Cooling:</b> <input type="checkbox"/> Electric <input type="checkbox"/> Gas <input type="checkbox"/> Wood <input type="checkbox"/> None <input type="checkbox"/> See Remarks		<b>Heating:</b> <input type="checkbox"/> Baseboard <input type="checkbox"/> Floor Furnace <input type="checkbox"/> Forced Air <input type="checkbox"/> Wall Heater <input type="checkbox"/> Gravity Heating <input type="checkbox"/> Heat Pump <input type="checkbox"/> Radiant		<input type="checkbox"/> Space Heater <input type="checkbox"/> Zoned <input type="checkbox"/> Electric <input type="checkbox"/> Natural Gas <input type="checkbox"/> Propane <input type="checkbox"/> Solar <input type="checkbox"/> None <input type="checkbox"/> See Remarks		<b>Laundry:</b> <input type="checkbox"/> Area <input type="checkbox"/> Community <input type="checkbox"/> Individual Room <input type="checkbox"/> In Garage <input type="checkbox"/> In Kitchen <input type="checkbox"/> Inside <input type="checkbox"/> Electric		<input type="checkbox"/> Gas <input type="checkbox"/> Gas or Electric <input type="checkbox"/> Propane <input type="checkbox"/> Stackable <input type="checkbox"/> None <input type="checkbox"/> See Remarks					
<b>Interior:</b> <input type="checkbox"/> Attic Fan <input type="checkbox"/> Bidet <input type="checkbox"/> Built-Ins <input type="checkbox"/> Ceiling Fan <input type="checkbox"/> Closed Circuit TV <input type="checkbox"/> Copper Plumbing Full <input type="checkbox"/> Copper Plumbing Partial <input type="checkbox"/> Custom Window Covering <input type="checkbox"/> Drapes/Curtains <input type="checkbox"/> Fire Sprinklers <input type="checkbox"/> French Doors <input type="checkbox"/> French/Mullioned Windows <input type="checkbox"/> Furnished <input type="checkbox"/> Home Automation System <input type="checkbox"/> Hot Water Circulator <input type="checkbox"/> Intercom <input type="checkbox"/> Security System <input type="checkbox"/> Solar Water Heater				<b>Rooms:</b> <input type="checkbox"/> Art Studio <input type="checkbox"/> Atrium <input type="checkbox"/> Attic <input type="checkbox"/> Basement <input type="checkbox"/> Bonus <input type="checkbox"/> Center Hall <input type="checkbox"/> Converted Bedroom <input type="checkbox"/> Dance Studio <input type="checkbox"/> Den <input type="checkbox"/> Dressing Area <input type="checkbox"/> Entry <input type="checkbox"/> Family Room <input type="checkbox"/> Great Room <input type="checkbox"/> Guest/Maid's Quarters <input type="checkbox"/> Gym/Exercise <input type="checkbox"/> Home Theatre <input type="checkbox"/> Jack & Jill <input type="checkbox"/> Library				<input type="checkbox"/> Living Room <input type="checkbox"/> Loft <input type="checkbox"/> Master Bedroom <input type="checkbox"/> Media <input type="checkbox"/> Projection <input type="checkbox"/> Recreation <input type="checkbox"/> Retreat <input type="checkbox"/> Separate Family Room <input type="checkbox"/> Sound Studio <input type="checkbox"/> Study/Office <input type="checkbox"/> Sun <input type="checkbox"/> Two Masters <input type="checkbox"/> Utility <input type="checkbox"/> Walk-In Closet <input type="checkbox"/> Walk-In Pantry <input type="checkbox"/> Wine Cellar <input type="checkbox"/> Workshop <input type="checkbox"/> See Remarks				<b>Floor:</b> <input type="checkbox"/> Ceramic Tile <input type="checkbox"/> Concrete Slab <input type="checkbox"/> Hardwood <input type="checkbox"/> Marble <input type="checkbox"/> Parquet <input type="checkbox"/> Raised Foundation <input type="checkbox"/> Sheet Vinyl <input type="checkbox"/> Stone/Travertine <input type="checkbox"/> Vinyl Tile <input type="checkbox"/> Wood Laminate <input type="checkbox"/> Wall-To-Wall Carpet <input type="checkbox"/> See Remarks		<b>Appliances:</b> <input type="checkbox"/> Dishwasher <input type="checkbox"/> Dryer <input type="checkbox"/> Freezer <input type="checkbox"/> Garbage Disposal <input type="checkbox"/> Ice Maker <input type="checkbox"/> Microwave <input type="checkbox"/> Portable Dishwasher <input type="checkbox"/> Refrigerator <input type="checkbox"/> Trash Compactor <input type="checkbox"/> Washer <input type="checkbox"/> Water Purifier <input type="checkbox"/> None	

### Utilities:

<input type="checkbox"/> Cable TV	<input type="checkbox"/> Water District	<input type="checkbox"/> Cesspool	<input type="checkbox"/> Sewer In Street on Bond	<input type="checkbox"/> See Remarks
<input type="checkbox"/> Private Water	<input type="checkbox"/> Water Source See Remarks	<input type="checkbox"/> Septic Tank	<input type="checkbox"/> Sewer In Street Paid	
<input type="checkbox"/> Public Water	<input type="checkbox"/> Well	<input type="checkbox"/> Sewer Connected & Paid	<input type="checkbox"/> Underground Utilities	

### Exterior Features: (continued on page 3)

<b>Pool:</b> <input type="checkbox"/> Above Ground <input type="checkbox"/> Association <input type="checkbox"/> Fenced <input type="checkbox"/> Fiberglass <input type="checkbox"/> Filtered <input type="checkbox"/> Gunitite <input type="checkbox"/> Heated <input type="checkbox"/> Indoor <input type="checkbox"/> In Ground <input type="checkbox"/> Private <input type="checkbox"/> Solar Heat <input type="checkbox"/> Tile <input type="checkbox"/> Vinyl <input type="checkbox"/> None <input type="checkbox"/> See Remarks		<b>Spa:</b> <input type="checkbox"/> In Ground <input type="checkbox"/> Above Ground <input type="checkbox"/> Association <input type="checkbox"/> Bath Tub <input type="checkbox"/> Private <input type="checkbox"/> Fiberglass <input type="checkbox"/> Gunitite <input type="checkbox"/> Vinyl <input type="checkbox"/> Heated <input type="checkbox"/> Solar Heated <input type="checkbox"/> Permits <input type="checkbox"/> No Permits <input type="checkbox"/> None <input type="checkbox"/> See Remarks		<b>View:</b> <input type="checkbox"/> Back Bay <input type="checkbox"/> Bay <input type="checkbox"/> Bridge <input type="checkbox"/> Canal <input type="checkbox"/> Canyon <input type="checkbox"/> Catalina <input type="checkbox"/> City Lights <input type="checkbox"/> Coastline <input type="checkbox"/> Courtyard <input type="checkbox"/> Desert <input type="checkbox"/> Golf Course <input type="checkbox"/> Harbor <input type="checkbox"/> Hills <input type="checkbox"/> Lake <input type="checkbox"/> Lake Front <input type="checkbox"/> Landmark		<input type="checkbox"/> Marina <input type="checkbox"/> Mountain <input type="checkbox"/> Ocean <input type="checkbox"/> Panoramic <input type="checkbox"/> Park or Green Belt <input type="checkbox"/> Peek-A-Boo <input type="checkbox"/> Pier <input type="checkbox"/> Pool Reservoir <input type="checkbox"/> River <input type="checkbox"/> Rocks <input type="checkbox"/> Trees/Woods <input type="checkbox"/> Valley <input type="checkbox"/> Vincent Thomas Bridge <input type="checkbox"/> Water <input type="checkbox"/> White Water <input type="checkbox"/> None <input type="checkbox"/> See Remarks		<b>Structure:</b> <input type="checkbox"/> Fixer <input type="checkbox"/> Turnkey <input type="checkbox"/> Balcony <input type="checkbox"/> Bay Window <input type="checkbox"/> Garden Window <input type="checkbox"/> Skylights <input type="checkbox"/> Cathedral Ceilings <input type="checkbox"/> Double Door Entry <input type="checkbox"/> Dumbwaiter <input type="checkbox"/> Elevator <input type="checkbox"/> End Unit <input type="checkbox"/> Energy Efficient <input type="checkbox"/> Main Floor Bedroom <input type="checkbox"/> Main Floor Master Bedroom <input type="checkbox"/> Custom Built <input type="checkbox"/> Freestanding				<input type="checkbox"/> No Common Walls <input type="checkbox"/> Two on a Lot <input type="checkbox"/> New Construction <input type="checkbox"/> Under Construction <input type="checkbox"/> Additions/Alterations <input type="checkbox"/> Building Permit <input type="checkbox"/> Repairs Cosmetic <input type="checkbox"/> Repairs Major <input type="checkbox"/> Service Entrance <input type="checkbox"/> Termite Clearance <input type="checkbox"/> Wheelchair Access <input type="checkbox"/> See Remarks			
<b>Outdoors:</b> <input type="checkbox"/> Landscaped <input type="checkbox"/> Lawn <input type="checkbox"/> Yard <input type="checkbox"/> Lawn <input type="checkbox"/> Sprinkler System <input type="checkbox"/> Awning <input type="checkbox"/> Rain Gutters <input type="checkbox"/> Barbecue Private <input type="checkbox"/> Guest House <input type="checkbox"/> TV Antenna <input type="checkbox"/> Satellite Dish <input type="checkbox"/> Window Bars <input type="checkbox"/> Gazebo		<input type="checkbox"/> Greenhouse <input type="checkbox"/> Koi Pond <input type="checkbox"/> Sauna Private <input type="checkbox"/> Sport Court Private <input type="checkbox"/> Tennis Court Private <input type="checkbox"/> Boat Slip <input type="checkbox"/> Dock Private <input type="checkbox"/> Airplane Hanger <input type="checkbox"/> Barn <input type="checkbox"/> Stable		<b>Style:</b> <input type="checkbox"/> Bungalow <input type="checkbox"/> Cape Cod <input type="checkbox"/> Colonial <input type="checkbox"/> Contemporary <input type="checkbox"/> Cottage <input type="checkbox"/> Craftsman <input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Georgia <input type="checkbox"/> Mediterranean <input type="checkbox"/> Modern <input type="checkbox"/> Ranch <input type="checkbox"/> Shotgun		<input type="checkbox"/> Traditional <input type="checkbox"/> Tudor <input type="checkbox"/> Victorian <input type="checkbox"/> See Remarks		<b>Exterior Construction:</b> <input type="checkbox"/> Alcan <input type="checkbox"/> Aluminum <input type="checkbox"/> Block <input type="checkbox"/> Brick <input type="checkbox"/> Cement Board <input type="checkbox"/> Concrete <input type="checkbox"/> Flagstone <input type="checkbox"/> Frame <input type="checkbox"/> Glass <input type="checkbox"/> Masonite <input type="checkbox"/> Siding <input type="checkbox"/> Steel <input type="checkbox"/> Stone		<input type="checkbox"/> Stucco <input type="checkbox"/> Synthetic <input type="checkbox"/> Veneer <input type="checkbox"/> Vinyl <input type="checkbox"/> Wood <input type="checkbox"/> Unknown <input type="checkbox"/> See Remarks		<b>Roofing:</b> <input type="checkbox"/> Asphalt <input type="checkbox"/> Clay <input type="checkbox"/> Common Roof <input type="checkbox"/> Composition <input type="checkbox"/> Concrete <input type="checkbox"/> Fire Retardant <input type="checkbox"/> Gravel <input type="checkbox"/> Metal <input type="checkbox"/> Roll <input type="checkbox"/> Shake <input type="checkbox"/> Shingle <input type="checkbox"/> Slate <input type="checkbox"/> Spanish Tile		<input type="checkbox"/> Stone <input type="checkbox"/> Synthetic <input type="checkbox"/> Tar <input type="checkbox"/> Tile <input type="checkbox"/> Wood <input type="checkbox"/> See Remarks	

## 3. Features

### Exterior Features: (continued from page 2)

<b>Construction:</b> <input type="checkbox"/> Block <input type="checkbox"/> Brick <input type="checkbox"/> Frame & Stucco <input type="checkbox"/> Metal <input type="checkbox"/> Tilt Up <input type="checkbox"/> See Remarks	<b>Lot/Community:</b> <input type="checkbox"/> Alley Access <input type="checkbox"/> Alley Paved <input type="checkbox"/> Corner Lot <input type="checkbox"/> Cul-De-Sac <input type="checkbox"/> Corners Established <input type="checkbox"/> Curbs <input type="checkbox"/> Sidewalks <input type="checkbox"/> Fenced <input type="checkbox"/> Gated Community <input type="checkbox"/> Gated With Guard <input type="checkbox"/> Horse Property <input type="checkbox"/> Horse Property Improved <input type="checkbox"/> Horse Property Unimproved <input type="checkbox"/> Lot-Level/Flat <input type="checkbox"/> Zero Lot Line <input type="checkbox"/> Lot 6500-9999 <input type="checkbox"/> Lot 10000-19999 Sqft <input type="checkbox"/> Lot 20000-39999 Sqft <input type="checkbox"/> Lot Over 40000 Sqft <input type="checkbox"/> Ocean Side of Highway 1	<input type="checkbox"/> Park Nearby <input type="checkbox"/> Secluded <input type="checkbox"/> Patio Home <input type="checkbox"/> Paved Street <input type="checkbox"/> Planned Unit Development <input type="checkbox"/> Gutters <input type="checkbox"/> Percolate <input type="checkbox"/> Sewer <input type="checkbox"/> Storm Drains <input type="checkbox"/> Tear Down <input type="checkbox"/> Value In Land <input type="checkbox"/> Rocks <input type="checkbox"/> Treed Lot <input type="checkbox"/> Walkstreet <input type="checkbox"/> On Golf Course <input type="checkbox"/> On Lake Front <input type="checkbox"/> Ocean Front <input type="checkbox"/> Beach Front <input type="checkbox"/> Waterfront <input type="checkbox"/> Well	<b>Legal:</b> <input type="checkbox"/> In Foreclosure <input type="checkbox"/> Notice Of Default <input type="checkbox"/> Real Estate Owned <input type="checkbox"/> Short Pay / Subject To Lender <input type="checkbox"/> Probate Listing <input type="checkbox"/> Homeowners Association <input type="checkbox"/> CC And R's <input type="checkbox"/> Moratorium <input checked="" type="checkbox"/> Mineral Rights <input type="checkbox"/> Oil Rights <input type="checkbox"/> Water Rights <input type="checkbox"/> Conditional Use Permit <input type="checkbox"/> Easements <input type="checkbox"/> Coastal Zone <input type="checkbox"/> Flood Zone <input type="checkbox"/> Slide Zone <input type="checkbox"/> Special Study Area <input type="checkbox"/> Historical <input type="checkbox"/> Manufactured Homes Allowed <input type="checkbox"/> Redevelopment Area <input type="checkbox"/> Home Warranty	<input type="checkbox"/> Principal is RE Licensed <input type="checkbox"/> Incorporated <input type="checkbox"/> Unincorporated
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### Garage and Parking:

**\*Number of Garage Spaces:** \_\_\_\_\_ **Number of Parking Spaces:** \_\_\_\_\_ **Number of Carport Spaces:** \_\_\_\_\_ **\*Total Parking Spaces:** \_\_\_\_\_

#### Parking:

<input type="checkbox"/> Carport Attached	<input type="checkbox"/> Driveway	<input type="checkbox"/> On Site	<input type="checkbox"/> Gated	<input type="checkbox"/> Subterranean	<input type="checkbox"/> None
<input type="checkbox"/> Carport Detached	<input type="checkbox"/> No Driveway	<input type="checkbox"/> Street	<input type="checkbox"/> Guarded	<input type="checkbox"/> RV Access/Parking	<input type="checkbox"/> See Remarks
<input type="checkbox"/> Direct Garage Access	<input type="checkbox"/> Private	<input type="checkbox"/> Parking Space	<input type="checkbox"/> Guest	<input type="checkbox"/> RV Garage	
<input type="checkbox"/> Garage Door Opener	<input type="checkbox"/> Public	<input type="checkbox"/> Metered	<input type="checkbox"/> Structure	<input type="checkbox"/> Golf Cart Garage	

## 4. Land/Terms:

### Land Information:

**\*Lot Number:** \_\_\_\_\_ **Zone:** \_\_\_\_\_

**Block Number:** \_\_\_\_\_ **\*Tract Number:** \_\_\_\_\_

**Lot Dimensions:** \_\_\_\_\_ **Tract Sub Area Code:** \_\_\_\_\_

**Community/Complex Name:** \_\_\_\_\_

### Tax Information:

**Tax Area:** \_\_\_\_\_

**Tax Rate:** \_\_\_\_\_

**Tax Rate Year:** \_\_\_\_\_

**Taxes Total:** \$ \_\_\_\_\_ / \_\_\_\_\_ %

#### Assessments:

Special Assessments  
 Mello-Roos  
 Sewer Assessments  
 Sewer Bonds  
 Unknown  
 None

### Lease/Fees:

**Land Fee/ Lease:**  Fee  Lease **Date of Land Lease Expires:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Land Lease Amount:** \$ \_\_\_\_\_

### Association:

#### Association Amenities:

<input type="checkbox"/> Pool	<input type="checkbox"/> Barbecue	<input type="checkbox"/> Tennis	<input type="checkbox"/> Card Room	<input type="checkbox"/> Trash Paid	<input type="checkbox"/> Earthquake Insurance Paid
<input type="checkbox"/> Spa	<input type="checkbox"/> Club House	<input type="checkbox"/> Sport Court	<input type="checkbox"/> Guard	<input type="checkbox"/> Utilities Paid	<input type="checkbox"/> Pet Rules
<input type="checkbox"/> Sauna	<input type="checkbox"/> Gym/Ex Room	<input type="checkbox"/> Billiard Room	<input type="checkbox"/> Maintenance Paid	<input type="checkbox"/> Insurance Paid	

### Terms:

#### Possession:

Close Of Escrow  
 COE Plus  
 COE Plus 1  
 COE Plus 2  
 COE Plus 3  
 Negotiable  
 See Remarks

#### \*Listing Terms:

<input type="checkbox"/> Submit	<input type="checkbox"/> FHA Loan	<input type="checkbox"/> Subordinate
<input type="checkbox"/> Cash	<input type="checkbox"/> Freddie Mac	<input type="checkbox"/> Subject To Court
<input type="checkbox"/> Cash To New Loan	<input type="checkbox"/> Fannie Mae	<input type="checkbox"/> Subject To Other
<input type="checkbox"/> Cash To Existing Loan	<input type="checkbox"/> Government Loan	<input type="checkbox"/> Trade
<input type="checkbox"/> All Inclusive Trust Deed	<input type="checkbox"/> Lien Release	<input type="checkbox"/> Trust Conveyance
<input type="checkbox"/> Assumable	<input type="checkbox"/> Lease Option	<input type="checkbox"/> VA Loan
<input type="checkbox"/> Contract	<input type="checkbox"/> Owner May Carry	<input type="checkbox"/> VA No No Loan
<input type="checkbox"/> Cal Vet Loan	<input type="checkbox"/> Owner Will Carry	<input type="checkbox"/> VA No Loan
<input type="checkbox"/> Exchange	<input type="checkbox"/> Owner Survey	
<input type="checkbox"/> Existing Bonds	<input type="checkbox"/> Relocation Property	

## 5. Analysis

### Analysis:

<b>*Gross Scheduled Income:</b> \$ _____	Gross Spendable Income: \$ _____	Improvements Total: \$ _____ / _____ %
Vacancy Allowance: \$ _____ / _____ %	Loan Payment (Annual): \$ _____	Land Dollar Value: \$ _____ / _____ %
Gross Operating Income: \$ _____	Gross Multiplier: _____ %	Personal Property: \$ _____ / _____ %
<b>*Operating Expense:</b> \$ _____ / _____ %	Cap Rate: _____ %	
<b>*Net Operating Income:</b> \$ _____		

### Income Information:

Number of Rented Garages: _____	Laundry Income: \$ _____	Other Income 1 \$ _____
Garage Rental Rate _____	Laundry Equipment Own Lease : <input type="checkbox"/> Own <input type="checkbox"/> Lease	Other Income 2: \$ _____
Garage Rental Income: \$ _____		

**\*Monthly Gross Scheduled Income:** \$ \_\_\_\_\_

Other Income Description: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Annual Operating Expense:

Cable TV: \$ _____	Licenses: \$ _____	Trash: \$ _____
Electric: \$ _____	Maintenance: \$ _____ / _____ %	Water/Sewer: \$ _____
Furniture Replacement: \$ _____	New Taxes: \$ _____	Workman's Compensation: \$ _____
Gardener: \$ _____	Pest Control: \$ _____	Professional Management: \$ _____
Gas: \$ _____	Pool: \$ _____	Manager: \$ _____
Insurance: \$ _____	Supplies: \$ _____	
Other Amount: \$ _____	Description: _____	<b>*Total Annual Operating Expenses:</b> \$ _____

## 6. Unit Information (continued on page 5)

### Unit Information:

Type	# of Units:	# of Bedrooms	# of Baths:	Furnished?:	Type Actual Rent:	Total Rent:	Pro Forma:
1.				<input type="checkbox"/> Furnished <input type="checkbox"/> Unfurnished <input type="checkbox"/> Partially			
2.				<input type="checkbox"/> Furnished <input type="checkbox"/> Unfurnished <input type="checkbox"/> Partially			
3.				<input type="checkbox"/> Furnished <input type="checkbox"/> Unfurnished <input type="checkbox"/> Partially			
4.				<input type="checkbox"/> Furnished <input type="checkbox"/> Unfurnished <input type="checkbox"/> Partially			
5.				<input type="checkbox"/> Furnished <input type="checkbox"/> Unfurnished <input type="checkbox"/> Partially			
6.				<input type="checkbox"/> Furnished <input type="checkbox"/> Unfurnished <input type="checkbox"/> Partially			
7.				<input type="checkbox"/> Furnished <input type="checkbox"/> Unfurnished <input type="checkbox"/> Partially			
8.				<input type="checkbox"/> Furnished <input type="checkbox"/> Unfurnished <input type="checkbox"/> Partially			
9.				<input type="checkbox"/> Furnished <input type="checkbox"/> Unfurnished <input type="checkbox"/> Partially			
10.				<input type="checkbox"/> Furnished <input type="checkbox"/> Unfurnished <input type="checkbox"/> Partially			
11.				<input type="checkbox"/> Furnished <input type="checkbox"/> Unfurnished <input type="checkbox"/> Partially			
12.				<input type="checkbox"/> Furnished <input type="checkbox"/> Unfurnished <input type="checkbox"/> Partially			
13.				<input type="checkbox"/> Furnished <input type="checkbox"/> Unfurnished <input type="checkbox"/> Partially			

Number of Units Leased: \_\_\_\_\_

Total Actual Rent: \_\_\_\_\_

## 6. Unit Information (continued from page 4)

<b>Number of Units With:</b>		
*Number of Separate Electric Meters: _____	Number of Units with Ranges: _____	Number of Units with Carpet: _____
*Number of Separate Gas Meters: _____	Number of Units with Refrigerator: _____	Number of Units with Drapes: _____
*Number of Separate Water Meters: _____	Number of Units with Dishwasher: _____	Number of Units with Patio: _____
Number of Units with Wall AC: _____	Number of Units with Disposal: _____	

**Tenant Responsibility:**

**Tenant Pays:**

<input type="checkbox"/> ADA Upgrades	<input type="checkbox"/> Exterior Main	<input type="checkbox"/> Janitorial	<input type="checkbox"/> Sign Maint	<input type="checkbox"/> Water
<input type="checkbox"/> Air Cond/Heat Maint	<input type="checkbox"/> Gardener	<input type="checkbox"/> Merch. Assn	<input type="checkbox"/> Seismic Retrofit	<input type="checkbox"/> See Remarks
<input type="checkbox"/> Cable TV	<input type="checkbox"/> Gas	<input type="checkbox"/> Parking Lot Maint	<input type="checkbox"/> Special Insurance	
<input type="checkbox"/> Electricity	<input type="checkbox"/> Insurance	<input type="checkbox"/> Property Management Fee	<input type="checkbox"/> Taxes	
<input type="checkbox"/> Environmental Phase 1 Study	<input type="checkbox"/> Interior Maint	<input type="checkbox"/> Roof Maint	<input type="checkbox"/> Trash	

## 7. Office/MLS:

**Listing Information:**

*Selling Office Compensation: _____	*Selling Office Compensation Type: _____ <input type="checkbox"/> \$ <input type="checkbox"/> % <input type="checkbox"/> See Remarks	*Dual Variable Rate of Commission: _____ <input type="checkbox"/> Yes <input type="checkbox"/> Call For Info <input type="checkbox"/> No <input type="checkbox"/> See Remarks
*Date of Listing: ____/____/____	*Date of Expiration: ____/____/____	

\*Listing Type:  Exclusive Right To Sell  Net  
 Exclusive Agency  Open Listing  
 Exclusive Right With Exception  Probate

\*Service Type:  Full Service  
 Limited Service  
 Entry Only

**Showing Information:**

Owner's Name: \_\_\_\_\_ Showing Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Ext \_\_\_\_\_

\*Showing Instructions:  Appointment Only  Call Occupant  Go Direct  Subject To Inspection  
 Call First  Do Not Contact Occupants  Key Box  Vacant  
 Call Listing Agent  Drive By Only  Key In Listing Office  See Remarks  
 Call Listing Office  Gate Pass  Restricted Access

Other Phone Description: \_\_\_\_\_ Other Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Ext \_\_\_\_\_

**Contact Order:** List 1-6 the priority of which you like to be contacted by.

Agent Cell Phone: _____	Agent Home Phone: _____	Office Fax: _____	Co-Agent Email: _____	Co-Agent Toll Free: _____
Agent Direct Phone: _____	Agent Pager Phone: _____	Office Phone: _____	Co-Agent Fax: _____	Co-Agent Voice Mail: _____
Agent Email: _____	Agent Toll Free: _____	Co-Agent Cell Phone: _____	Co-Agent Home Phone: _____	Other: _____
Agent Fax: _____	Agent Voice Mail: _____	Co-Agent Direct Phone: _____	Co-Agent Pager Phone: _____	

**Agent Remarks:**

Agent Remarks: \_\_\_\_\_

## MLS:

*Internet - Send Listing: <input type="checkbox"/> Yes <input type="checkbox"/> No	*Internet - Send Address: <input type="checkbox"/> Yes <input type="checkbox"/> No
Listing Paid: <input type="checkbox"/> Yes <input type="checkbox"/> No	Broker Loaded: <input type="checkbox"/> Yes <input type="checkbox"/> No

## Agent Information:

*Listing Agent Public ID: _____	Co-Listing Agent Public ID: _____	Required Email Contact: _____
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<b>Listing Agent:</b>	<b>Co-Listing Agent:</b>
Direct Office Phone/Ext: _____	Agent Direct Office Phone/Ext: _____
Home Phone/Ext: _____	Agent Home Phone/Ext: _____
Toll Free Phone/Ext: _____	Agent Toll Free Phone/Ext: _____
Voicemail/Ext: _____	Agent Voicemail/Ext: _____
Email: _____	Email: _____

**" The Information contained above is furnished for the sole benefit of Participants of MRMLS. All Information is intended as representative but is not guaranteed to be accurate."**

*Agent Signature _____	Date _____	*Seller's Signature _____	Date _____
*Broker/Participant's Signature _____	Date _____	*Seller's Signature _____	Date _____