

Multi Family Marketing Input Cover Sheet

This is a:
☐ New listing ☐ Re-list with changes ☐ Re-list without changes

IF A RELIST without changes please provide old MLS #'s:
Flex MLS # Selkirk MLS #

Anytime Info # ☐ Please Assign ☐ No ATI Thanks

Sign-up Form ☐ Needs Sent In by Admin ☐ Doesn't Apply/Already Sent In by Agent

Lead Source (Skyslope)

TourFactory # ☐ Create Brochure ☐ Create Postcard

Notes for the staff to input your listing:

Documents

Associated Docs visibility for the MLS:

PCR			

Video & Matterport

Admin must have access to an MP4 video file in order to put videos into all sites. Adding the video to your Admin DROPBOX folder will be the most efficient way for Admin to access your video.

☐ No Video ☐ MP4 Video File Provided

Branded Matterport link:

Unbranded Matterport link:

Coeur d'Alene MLS (Flex)

General Listing Information

Listing Member Co-Listing Agent Tax ID:

Parent/Child Options

☐ This is a **Regular** listing or a **Parent** Listing. ☐ This is a **Child** listing. MLS # of Parent Listing:

Address

Street # Direction Pfx Street Name Street Suffix Direction Sfx
Unit # City State Zip County

Contract Information

Status Listing Type Area
Neighborhood Grid # Begin Date End Date List Price
Type of Contract Short Sale REO

General Property Description

Total Units Studio Units 1 BR Units 2 BR Units 3 BR Units
Building Style Basement Garage Type Garage Stall
Total SqFt SqFt B SqFt 1 SqFt 2 SqFt 3
SqFt Source SqFt Per Year Built
New Construction Remodeled Year Remodeled
Required for New Construction: Builder Name Est Completion Date Lot Size
Lot Acres Lot Type 1 **Required if Listing Type is Waterfront:* Lot Type 2
**Lake/River Name* Occupant **Frontage* Bay

Legal and Taxes

Legal

AIN # Parcel # School District Zoning
Directions

Taxes Tax Year Taxes Reflect 1 Taxes Reflect 2

Required if Listing Type is Manufactured: MH Taxed as Subdivision

Remarks

Public Remarks

Private Remarks

Property Subject To

CC&Rs ☐ Homeowners Association ☐ HOA Name Frequency
☐ Setup Transfer Fee Association Fee LID ☐ LID is for Balance
Docs on File Non-Mtg Liens ☐ Non-Mtg Lien Balance
Non-Mtg Lien is For Flood Zone ☐ Aircraft Flight Zone ☐
Fire Protection Dist. ☐ Fire Protection Name Other

Miscellaneous

Sec ☐ Twn ☐ Rng ☐ Rng Dir ☐

Senior Housing - This field is designed to indicate this listing qualifies for Senior Citizen Housing.

☐ 55+ Senior Housing ☐ 62+ Senior Housing

☐ Income: Select between 2 & 6 items

☐ [Monthly Rental Inc] ☐ Other Scheduled Stat
☐ Monthly Rental Stat ☐ [Annual Gross Scheduled Income]
☐ Other Scheduled Inc ☐ Annual Gross Scheduled Income Stat

Utilities Paid By:

☐ Water ☐ Cable
☐ Sewer ☐ Electric
☐ Garbage ☐ Gas

Included

☐ Inclusions ☐ Inclusions 2 ☐ Inclusions 3

Excluded

☐ Exclusions ☐ Exclusions 2 ☐ Exclusions 3

☐ Views: Select between 1 & 4 items.

☐ City ☐ Lake ☐ Mountain(s) ☐ River ☐ Territorial ☐ None

☐ Lot Features: Select between 1 & 8 items.

☐ Airfield Community Airport Name ☐ Alley Access ☐ CDA Reservation ☐ Corner Lot ☐ Cul-De-Sac
☐ Gated Community ☐ Golf Course Lot Golf Course Name ☐ Irregular ☐ Level ☐ Open ☐ Sloping
☐ Southern Exposure ☐ Steep ☐ Wooded ☐ Borders Special Land Special Land Description

Interior Features

☐ Cable Internet Avail. (*MUST BE cable company provided internet*) ☐ Cable TV ☐ Central Air ☐ Central Vacuum ☐ Den/Library ☐ Fireplace
☐ Fireplace Insert ☐ Formal Dining Room ☐ Gas Fireplace ☐ Handicap Facility ☐ Hardwood Floors ☐ High Speed Internet ☐ Intercom
☐ Jetted Tub ☐ Main Floor Utilities ☐ Mini-Split A/C ☐ Satellite ☐ Security System ☐ Skylight(s)
☐ Smart Other: ☐ Smart Thermostat ☐ Tile/Stone Flooring ☐ Wall Unit(s)

Exterior Features

☐ Above Ground Pool ☐ Covered Deck ☐ Covered Patio ☐ Covered Porch ☐ Curbs ☐ Fencing Full ☐ Fencing Partial ☐ Fruit Trees
☐ Garden ☐ Gazebo ☐ Handicap Access ☐ Inground Pool ☐ Landscaping ☐ Open Deck ☐ Open Patio ☐ Open Porch

☐ Rain Gutters ☐ RV Parking, Covered ☐ RV Parking, Open ☐ Satellite Dish ☐ Sidewalks ☐ Spa/Hot Tub

☐ Sprinkler System, Back ☐ Sprinkler System, Front ☐ See Remarks

Association Fee Includes:

☐ Maintenance Grounds ☐ Sewer ☐ Snow Removal ☐ Trash ☐ Water

R Fuel: Select between 1 and 8 items.

☐ Coal ☐ Electric ☐ Gas ☐ Geothermal ☐ Kerosene ☐ Off Grid ☐ Oil ☐ Pellet ☐ Propane ☐ Solar ☐ Wood ☐ None

R Heating: Select between 1 and 8 items.

☐ Baseboard ☐ Cadet ☐ Ductless ☐ Fireplace ☐ Forced Air ☐ Furnace ☐ Geothermal Heat Pump ☐ Heat Pump ☐ Hot Water

☐ Mini-Split ☐ Radiant ☐ Stove, Electric ☐ Stove, Gas ☐ Stove, Pellet ☐ Stove, Propane ☐ Stove, Wood ☐ None

Additional Buildings

☐ Barn ☐ Shop ☐ Storage ☐ Garden Shed ☐ Greenhouse ☐ Add'l Garage ☐ Add'l Carport ☐ Boathouse ☐ Guest House

Other Structures

☐ Airplane Hangar ☐ Shed(s) ☐ Storage ☐ Workshop ☐ See Remarks

Bsmt

☐ Full Size ☐ Part Size

R Basement: Select between 1 and 3 items.

☐ Finished ☐ Unfinished ☐ Part Finished ☐ % Finished ☐ Cellar ☐ Daylight ☐ None, Crawl Space

☐ None, Slab on grade ☐ Walk-out

R Foundation: Select between 1 and 8 items.

☐ Block ☐ Brick/Mortar ☐ Concrete ☐ Metal ☐ Pier Block ☐ Rock ☐ Slab ☐ Treated Wood ☐ Wood

R Construction: Select between 1 and 7 items.

☐ Block ☐ Brick ☐ Concrete ☐ Frame ☐ Insul R Value, Ceiling ☐ Insul R Value, Wall

☐ Log Home ☐ Manufactured ☐ Pole ☐ Post & Beam

R Exterior: Select between 1 and 14 items.

☐ Aluminum ☐ Asbestos ☐ Brick ☐ Cedar ☐ Cement Block ☐ Concrete ☐ Drivet ☐ Fiber Cement ☐ Lap Siding ☐ Log

☐ Pressboard ☐ Redwood ☐ Shingle ☐ Steel ☐ Stone ☐ Stucco ☐ T1-11 ☐ Vinyl ☐ Wood ☐ Other

R Roof: Select between 1 and 8 items.

☐ Aluminum ☐ Comp Shingle ☐ Concrete ☐ Metal ☐ Rolled Comp ☐ Rolled Rubber ☐ Shake ☐ Tar ☐ Tile

☐ Wood Shingle

R Road: Select between 1 and 6 items.

☐ Dirt ☐ Gravel ☐ None ☐ Paved ☐ Private Maintained ☐ Public Maintained ☐ Road Maintenance Agreement

Road Maintenance Agreement Description

R Water: Select between 1 and 10 items.

☐ City ☐ Community System ☐ Water System Name ☐ Community Well ☐ Transfer Fee

Transfer Fee Amount Est GPM ☐ Creek

Holding Tank ☐ Irrigation Water ☐ Irrig System Name ☐ Lake

☐ Private System
 ☐ Private Well
 Shared Lake Pump
 Number of Homes

Agreement
☐ Shared Well
 Number of Homes on Well
☐ Spring
 ☐ None

R Sewer: Select between 1 and 8 items.

☐ Cesspool
 ☐ City Sewer
 ☐ Community System
 ☐ HU/CAP Fee Due
 ☐ Lagoon
 ☐ Lift Station
 ☐ None
 ☐ Private Sewer System

☐ Septic System
 ☐ Shared Septic
 Number of Homes

R Terms Considered: Select between 1 and 11 items.

☐ 1031 Exchange
 ☐ Assume
 ☐ Cash
 ☐ Conventional
 ☐ FHA
 ☐ Idaho Housing Agency
 ☐ Lease Option
 ☐ RD/Farm Home

☐ Seller Financing
 ☐ Trade
 ☐ VA
 ☐ See Remarks

R Showing Instructions: Select between 1 and 11 items.

Access Code
☐ Appointment Only
 ☐ Beware Animals
 ☐ Call Listing Agent
 ☐ Call Listing Office

☐ CBS Code on Lockbox
 ☐ Combo Lockbox
 ☐ Coming Soon
 ☐ Key at List Office
 ☐ List Agent Present
 ☐ Selkirk Box

☐ ShowingTime Online
 ☐ Supra Lockbox
 ☐ Time Restrictions
 ☐ Vacant
 ☐ Call Tenant
 ☐ Call Owner
 ☐ See Remarks

Tenant Phone #
 Owner Phone #

R Units: Units are required or your listing will not be approved.

No.	Bed	Bath	Rent	SqFt	Parking	Appliances Incl	Lease	Stories	Remarks
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
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Seller Opt Out

☐ Seller Directs Listing to be Excluded from Internet
 ☐ Seller Directs Address to be Excluded from Internet

Listing Export Options

☐ IDX
 ☐ Realtor.com

Sandpoint MLS (Paragon)

Standard

Type <input type="text"/>	Status <input type="text"/>	County <input type="text"/>
Area <input type="text"/>	Sub-Area <input type="text"/>	Asking Price <input type="text"/>
Address <input type="text"/>	House # <input type="text"/>	Direction <input type="text"/>
Street <input type="text"/>		
Address 2 <input type="text"/>		
Unit/Apt # <input type="text"/>		
City <input type="text"/>	State <input type="text"/>	Zip <input type="text"/>
In City Limits Y/N <input type="text"/>	Zoning <input type="text"/>	Include in IDX <input type="text"/>
		Display AVM <input type="text"/>

CDA - Agents
Area: If yours isn't in list choose one of the Other Area's (OA)
Sub Area: If yours isn't in list choose Outside Area - not in list

Agent/Office

List Team <input type="text"/>	Agent <input type="text"/>
Listing Agent 2 <input type="text"/>	Listing Agent 3 <input type="text"/>
Listing Date <input type="text"/>	Expiration Date <input type="text"/>
Type of Contract <input type="text"/>	Bump Clause Y/N <input type="text"/>
Bump Clause Date <input type="text"/>	

Keywords

Number of Units <input type="text"/>	Construction Status <input type="text"/>
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Required if Construction Status is "To Be Built" or "Under Construction": Builder

General

Approx Total SqFt <input type="text"/>	Approx Fin AboveGrade SqFt <input type="text"/>	Approx Fin BelowGrade SqFt <input type="text"/>
SqFt Source <input type="text"/>	Year Built <input type="text"/>	Year Remodeled <input type="text"/>
Lot Size SqFt <input type="text"/>		
Apx # Acres <input type="text"/>	Apx Lot Frtg <input type="text"/>	Apx LotDepth <input type="text"/>
Lot Size Irregular Y/N <input type="text"/>		
Section <input type="text"/>	Township <input type="text"/>	Range <input type="text"/>
Latitude <input type="text"/>	Longitude <input type="text"/>	
Broken Out Y/N <input type="text"/>	Parcel # <input type="text"/>	
Tax Database ID <input type="text"/>	Tax ID <input type="text"/>	
Legal <input type="text"/>		
Neighborhood <input type="text"/>		
HOA Y/N <input type="text"/>	REO Y/N <input type="text"/>	Known LID Y/N <input type="text"/>
Handicap Acc. Y/N <input type="text"/>	Distance to City/Town <input type="text"/>	
Distance to County Seat <input type="text"/>	Distance to County Road <input type="text"/>	
Water Access Y/N <input type="text"/>	*Required if Listing Type is Waterfront: *Water Access Location <input type="text"/>	
*Water Frontage Y/N <input type="text"/>	*Water Frontage Location <input type="text"/>	
Main Body of Water <input type="text"/>	Tributary Body of Water <input type="text"/>	
*Water Access Type <input type="text"/>	Road Access <input type="text"/>	
Maintained Y/N <input type="text"/>	Road Surface <input type="text"/>	DW Surface <input type="text"/>
On Site Parking <input type="text"/>		
Fire District Y/N <input type="text"/>	Fire District <input type="text"/>	
School District <input type="text"/>	Elementary School <input type="text"/>	

Middle School High School Occupancy
 Construction Primary Flooring Foundation
 Sewer Electricity Gas
 Phone Garbage Roof
 Water System A/C
 Short Sale Addendum Field Share with Assessor

Unit Info

Unit 1 Rent <input type="text"/>	Unit 1 SqFt <input type="text"/>	Unit 1 Level <input type="text"/>
Unit 1 Living Room <input type="text"/>	Unit 1 Dining Rm <input type="text"/>	Unit 1 Kitchen <input type="text"/>
Unit 1 Bdrms <input type="text"/>	Unit 1 Total Baths <input type="text"/>	
Unit 1 Fridge <input type="text"/>	Unit 1 Stove <input type="text"/>	Unit 1 DW <input type="text"/>
Unit 2 Rent <input type="text"/>	Unit 2 SqFt <input type="text"/>	Unit 2 Level <input type="text"/>
Unit 2 Living Room <input type="text"/>	Unit 2 Dining Rm <input type="text"/>	Unit 2 Kitchen <input type="text"/>
Unit 2 Bdrms <input type="text"/>	Unit 2 Total Baths <input type="text"/>	
Unit 2 Fridge <input type="text"/>	Unit 2 Stove <input type="text"/>	Unit 2 DW <input type="text"/>
Unit 3 Rent <input type="text"/>	Unit 3 SqFt <input type="text"/>	Unit 3 Level <input type="text"/>
Unit 3 Living Room <input type="text"/>	Unit 3 Dining Rm <input type="text"/>	Unit 3 Kitchen <input type="text"/>
Unit 3 Bdrms <input type="text"/>	Unit 3 Total Baths <input type="text"/>	
Unit 3 Fridge <input type="text"/>	Unit 3 Stove <input type="text"/>	Unit 3 DW <input type="text"/>
Unit 4 Rent <input type="text"/>	Unit 4 SqFt <input type="text"/>	Unit 4 Level <input type="text"/>
Unit 4 Living Room <input type="text"/>	Unit 4 Dining Rm <input type="text"/>	Unit 4 Kitchen <input type="text"/>
Unit 4 Bdrms <input type="text"/>	Unit 4 Total Baths <input type="text"/>	
Unit 4 Fridge <input type="text"/>	Unit 4 Stove <input type="text"/>	Unit 4 DW <input type="text"/>

Features

A - STYLE

- ☐ A1 - 1 Story
- ☐ A2 - 1.5 Story
- ☐ A3 - 2 Story
- ☐ A4 - 3+ Story
- ☐ A5 - A Frame
- ☐ A6 - Earth Sheltered
- ☐ A7 - Cabin
- ☐ A8 - Cape Cod
- ☐ A9 - Contemporary
- ☐ A10 - Cottage
- ☐ A11 - Craftsman
- ☐ A12 - Daylight Basement
- ☐ A13 - Dome
- ☐ A14 - Double Wide
- ☐ A15 - Log
- ☐ A16 - Manufactured
- ☐ A17 - Modular
- ☐ A18 - Multi Level
- ☐ A19 - Quonset
- ☐ A20 - Ranch
- ☐ A21 - Single Wide
- ☐ A22 - Split Level
- ☐ A23 - Timber Frame
- ☐ A24 - Townhouse
- ☐ A25 - Triple Wide
- ☐ A26 - Underground
- ☐ A27 - Duplex
- ☐ A99 - See Remarks

B - WATER NAVIGATION

- ☐ B1 - Electric Motor Only
- ☐ B2 - Docks
- ☐ B3 - Motor Boat
- ☐ B4 - Paddle Boats
- ☐ B5 - Float Plane
- ☐ C - BEACHFRONT
- ☐ C1 - Boat House
- ☐ C2 - Boat Lift
- ☐ C3 - Covered Boat Slip
- ☐ C4 - Dock
- ☐ C5 - Difficult Access
- ☐ C6 - Lawn/Grass
- ☐ C7 - Level
- ☐ C8 - Rocky
- ☐ C9 - Sandy
- ☐ C10 - Sloped
- ☐ C11 - Steep
- ☐ C12 - Boat Ramp/Launch
- ☐ C13 - Assign. Private Boat Slip

D - PROPERTY WATER

- ☐ D1 - Creek (Seasonal)
- ☐ D2 - Creek (Year Round)
- ☐ D3 - Lake
- ☐ D4 - Pond (Man Made)
- ☐ D5 - Pond (Natural)
- ☐ D6 - River
- ☐ D7 - Secondary Waterfront

FEATURES

- ☐ D8 - Waterfall
- ☐ D9 - Wetlands
- ☐ D10 - Spring

E - HEATING/FUEL SOURCE

- ☐ E1 - Alternative
- ☐ E2 - Baseboard
- ☐ E3 - Ceiling/Radiant
- ☐ E4 - Central Cntrl
- ☐ E5 - Electric
- ☐ E6 - Fireplace
- ☐ E7 - Floor
- ☐ E8 - Forced Air
- ☐ E9 - Gas - Natural
- ☐ E10 - Gas - Propane
- ☐ E11 - Geothermal
- ☐ E12 - Heat Pump
- ☐ E13 - Hot Water
- ☐ E14 - Hydronic
- ☐ E15 - None
- ☐ E16 - Oil
- ☐ E17 - Pellet
- ☐ E18 - Radiant
- ☐ E19 - Room/Unit Cntrl
- ☐ E20 - Solar
- ☐ E21 - Steam/Boiler
- ☐ E22 - Stove
- ☐ E23 - Wall Heater
- ☐ E24 - Wood
- ☐ E25 - Monitor

F - EXTERIOR FINISH

- ☐ E26 - Furnace
- ☐ E27 - Wind
- ☐ E28 - Battery System
- ☐ E99 - See Remarks
- ☐ F1 - Aluminum
- ☐ F2 - Block
- ☐ F3 - Brick-Accent
- ☐ F4 - Brick-Full
- ☐ F5 - Fiber Cement
- ☐ F6 - Log
- ☐ F7 - Log Siding
- ☐ F8 - Masonry
- ☐ F9 - Shake
- ☐ F10 - Siding
- ☐ F11 - Simulated Log
- ☐ F12 - Steel
- ☐ F13 - Stucco
- ☐ F14 - Timber
- ☐ F15 - T1-11
- ☐ F16 - Vinyl
- ☐ F17 - Wood
- ☐ F18 - Copper Singles
- ☐ F99 - See Remarks
- ☐ G - BASEMENT
- ☐ G1 - Daylight
- ☐ G2 - Full - Finished
- ☐ G3 - Full - Part Finished
- ☐ G4 - Full - Unfinished

- ☐ G5 - None
- ☐ G6 - Partial - Finished
- ☐ G7 - Partial - Part Finished
- ☐ G8 - Partial - Unfinished
- ☐ G9 - Separate Entry
- ☐ G10 - Slab
- ☐ G11 - Crawl
- ☐ G12 - Walkout
- ☐ G99 - See Remarks

H - WINDOWS

- ☐ H1 - Aluminum
- ☐ H2 - Bay
- ☐ H3 - Clad
- ☐ H4 - Double Pane
- ☐ H5 - French Doors
- ☐ H6 - Garden Window
- ☐ H7 - Glass Block
- ☐ H8 - Insulated
- ☐ H9 - Internal Blinds
- ☐ H10 - Single Pane
- ☐ H11 - Skylights
- ☐ H12 - Sliders
- ☐ H13 - Storm
- ☐ H14 - Tinted
- ☐ H15 - Triple Pane
- ☐ H16 - Vinyl
- ☐ H17 - Window Coverings
- ☐ H18 - Wood
- ☐ H99 - See Remarks

I - GARAGE *

- ☐ I1 - 1 Car Attached
- ☐ I2 - 1 Car Carport
- ☐ I3 - 1 Car Detached
- ☐ I4 - 2 Car Attached
- ☐ I5 - 2 Car Carport
- ☐ I6 - 2 Car Detached
- ☐ I7 - 3+ Car Attached
- ☐ I8 - 3+ Car Carport
- ☐ I9 - 3+ Car Detached
- ☐ I10 - Bath Facil.
- ☐ I11 - Double Doors
- ☐ I12 - Electricity
- ☐ I13 - Heated
- ☐ I14 - High Clear. Door
- ☐ I15 - Insulated
- ☐ I16 - Laundry Space
- ☐ I17 - None
- ☐ I18 - Opener
- ☐ I19 - Pad Only
- ☐ I20 - RV Space
- ☐ I21 - Separate Exit
- ☐ I22 - Shop (Area)
- ☐ I23 - Water
- ☐ I24 - Workbench
- ☐ I25 - 220 Volt
- ☐ I99 - Other - See Remarks

J - PARKING

- ☐ J1 - On Street
- ☐ J2 - Off Street
- ☐ J3 - 1 - Assigned
- ☐ J4 - 2 - Assigned
- ☐ J5 - 3+ Assigned
- ☐ J6 - Storage
- ☐ J7 - Open
- ☐ J8 - Enclosed
- ☐ J9 - Heated

K - INTERIOR FEATURES

- ☐ K1 - Security System
- ☐ K2 - Audio Hard Wired
- ☐ K3 - Attic Fan
- ☐ K4 - Attic Finished
- ☐ K5 - Attic Un-Fin
- ☐ K6 - Breakfast Nook
- ☐ K7 - Ceiling Fan(s)
- ☐ K8 - Central Vac

- ☐ K9 - French Doors
- ☐ K10 - Garden Tub
- ☐ K11 - Insulated
- ☐ K12 - Intercom
- ☐ K13 - Jetted Tub
- ☐ K14 - Low Voltage Control
- ☐ K15 - Main Floor Util.
- ☐ K16 - Microwave
- ☐ K17 - Motorized Win. Covering
- ☐ K18 - Network Hard Wired
- ☐ K19 - Pantry
- ☐ K20 - Secure Access
- ☐ K21 - Sprinkler System
- ☐ K22 - Storage
- ☐ K23 - Storm Door(s)
- ☐ K24 - Vaulted Ceiling
- ☐ K25 - Video Panel
- ☐ K27 - Low Flush Toilets
- ☐ K28 - Dual Flush Toilets
- ☐ K29 - Tankless Hot Water Heater
- ☐ K30 - Air Exchange System
- ☐ K31 - Renewable Flooring
- ☐ K32 - Air Conditioning
- ☐ K99 - See Remarks

L - COMMUNICATIONS

- ☐ L1 - Cable
- ☐ L2 - Fiber
- ☐ L3 - Frame Relay / ISDN
- ☐ L4 - Satellite
- ☐ L5 - DSL
- ☐ L6 - Broadband
- ☐ L7 - Wireless
- ☐ L8 - Dial-Up
- ☐ L9 - High Speed
- ☐ L10 - Walky-Talky
- ☐ L11 - None
- ☐ L99 - See Remarks

M - PATIO/DECK

- ☐ M1 - Awning
- ☐ M2 - Balcony
- ☐ M3 - Breezeway
- ☐ M4 - Built-In BBQ
- ☐ M5 - Covered Deck
- ☐ M6 - Covered Patio
- ☐ M7 - Covered Porch
- ☐ M8 - Deck
- ☐ M9 - Fire Pit
- ☐ M10 - Gazebo
- ☐ M11 - Outdoor Fireplace
- ☐ M12 - Patio
- ☐ M13 - Porch
- ☐ M14 - Screened
- ☐ M15 - Summer Kitchen
- ☐ M16 - Wrap Around
- ☐ M99 - See Remarks

N - LAND CHARACTERISTICS

- ☐ N1 - Benched
- ☐ N2 - Brdrs Pub. Land
- ☐ N3 - Creek
- ☐ N4 - Cross Fenced
- ☐ N5 - Cul-De-Sac
- ☐ N6 - Fenced
- ☐ N7 - Horse Setup
- ☐ N8 - Irrigation System
- ☐ N9 - Landscaped
- ☐ N10 - Level
- ☐ N11 - Mountain View
- ☐ N12 - Panoramic View
- ☐ N13 - Part Fenced
- ☐ N14 - Pasture
- ☐ N15 - Rolling
- ☐ N16 - Ski In/Out
- ☐ N17 - Sloped
- ☐ N18 - Spring
- ☐ N19 - Sprinklers

- ☐ N20 - Steep
- ☐ N21 - Surveyed
- ☐ N22 - Timber
- ☐ N24 - Water View
- ☐ N25 - Wooded
- ☐ N26 - Corner Lot
- ☐ N27 - Mature Trees
- ☐ N29 - Water Cons. Landscape
- ☐ N99 - See Remarks

O - OWNERSHIP

- ☐ O1 - Condominium
- ☐ O2 - Fractional
- ☐ O3 - Fee Simple
- ☐ O4 - Leased/Rented
- ☐ O5 - Pers. Prop Only
- ☐ O6 - Timeshare
- ☐ O99 - See Remarks

P - DISCLOSURE

- ☐ P1 - As-Is
- ☐ P2 - Bank Owned
- ☐ P3 - Corporate/Relo
- ☐ P4 - Exclusions - Call Office
- ☐ P5 - Flood Plain Potential
- ☐ P6 - For Auction
- ☐ P7 - HUD Owned
- ☐ P8 - Other Assessments
- ☐ P9 - Pre-Foreclosure
- ☐ P10 - Probate
- ☐ P11 - REO
- ☐ P12 - Sellers Discl. Not Req.
- ☐ P13 - Sellers Discl. On File
- ☐ P14 - Short Sale/Need Bank Apr
- ☐ P15 - Special Assessment
- ☐ P99 - See Remarks

Q - PROPERTY AMENITIES

- ☐ Q1 - Above Ground Pool
- ☐ Q2 - Comm. Hot Tub
- ☐ Q3 - Comm. Sauna
- ☐ Q4 - Community Pool
- ☐ Q5 - Community Center
- ☐ Q6 - Club House
- ☐ Q7 - Exercise Equip.
- ☐ Q8 - Golf
- ☐ Q9 - Hot Tub - Private
- ☐ Q10 - Inground Pool
- ☐ Q11 - Playground
- ☐ Q12 - Private Island
- ☐ Q13 - Sauna - Private
- ☐ Q14 - Sport Court
- ☐ Q15 - Tennis Court
- ☐ Q16 - Trail System
- ☐ Q99 - Other-See Remarks

R - AIRPORT AMENITIES

- ☐ R1 - Fuel Onsite
- ☐ R3 - Hangar/Living Space
- ☐ R4 - Heli-Pad
- ☐ R5 - Paved Runway
- ☐ R6 - Private Airstrip
- ☐ R8 - Runway Access
- ☐ R99 - See Remarks

S - SHOWING INSTRUCTIONS

- ☐ S1 - Appointment Only
- ☐ S2 - Broker Bay
- ☐ S3 - Call Agent
- ☐ S4 - Call List Office
- ☐ S5 - Call Seller
- ☐ S6 - Day Sleeper
- ☐ S7 - Lockbox
- ☐ S8 - Prequalified Buyers Only
- ☐ S99 - See Remarks

T - HANDICAP FEATURES

- ☐ T1 - Doors 32+
- ☐ T2 - Elevator
- ☐ T3 - Emergency Intercom
- ☐ T4 - Flash Smoke Detector

- ☐ T5 - Grab Bars
- ☐ T6 - Hallways 32+
- ☐ T7 - Kitchen Modification
- ☐ T8 - Lift
- ☐ T9 - Lowered Counters
- ☐ T10 - Ramp/Lvl Entrance
- ☐ T11 - Ramp/Lvl from Garage
- ☐ T12 - Roll-In Shower
- ☐ T13 - Roll-under Sinks
- ☐ T99 - See Remarks

U - SPECIAL ROOMS

- ☐ U1 - Atrium
- ☐ U2 - Bonus
- ☐ U3 - Den/Office
- ☐ U4 - Family Room
- ☐ U5 - Formal Dining
- ☐ U6 - Formal Living Rm
- ☐ U7 - Foyer
- ☐ U8 - Gourmet Kitchen
- ☐ U9 - Great Room
- ☐ U10 - Laundry
- ☐ U11 - Library
- ☐ U12 - Loft
- ☐ U13 - Master Suite
- ☐ U14 - Media Room
- ☐ U15 - Mud Room
- ☐ U16 - Sunroom
- ☐ U17 - Walk-In Closet
- ☐ U99 - See Remarks

V - FINANCING

- ☐ V1 - Assume - No Qualifying
- ☐ V2 - Assume - Qualifying
- ☐ V3 - Cash
- ☐ V4 - Conventional
- ☐ V5 - FHA
- ☐ V6 - IHA
- ☐ V7 - Lease Option
- ☐ V8 - Owner Contract
- ☐ V9 - Recent Appraisal
- ☐ V10 - Recent Home Insp.
- ☐ V11 - Seller Net Zero
- ☐ V12 - Seller Offers Points
- ☐ V13 - Trades Considered
- ☐ V14 - USDA
- ☐ V15 - VA
- ☐ V16 - Zero Down
- ☐ V99 - See Remarks

W - OUTBUILDINGS

- ☐ W1 - 2 Barns
- ☐ W2 - 2 Shops
- ☐ W3 - 3+ Shops
- ☐ W4 - 3+ Barns
- ☐ W5 - Accessory Dwelling Unit
- ☐ W6 - Arena
- ☐ W7 - Barn
- ☐ W8 - Dog Kennel
- ☐ W9 - Greenhouse
- ☐ W10 - Guest House
- ☐ W11 - Pumphouse
- ☐ W12 - Separate Living Qtrs.
- ☐ W13 - Shop
- ☐ W14 - Storage Shed
- ☐ W15 - Studio
- ☐ W99 - See Remarks

X - INTERNET

- ☐ X1 - Yes
- ☐ X2 - No

AA - INSULATION

- ☐ AA1 - Cellulose
- ☐ AA2 - Spray Foam

BB - CERTIFICATION

- ☐ BB1 - Energy Star
- ☐ BB2 - NAHB Green
- ☐ BB3 - LEED
- ☐ BB4 - HERS

Financial

Possession Taxes Tax Year

Income Info Available Y/N Income OP Available Y/N Heat Expense

Electric Expense Water Expense Cash Flow Available Y/N APOD Available Y/N

Coin Op Wash/Dry Y/N Water Sep. by Unit Y/N Electric Sep. by Unit Y/N Heat Sep. by Unit Y/N

Covenant/Restrictions Y/N Owner Name Owner Agent Y/N

Remarks

Directions

Public Remarks

Agt Confidential Remarks

Sotheby's International Realty Marketing Form (DASH)

Property Information

Property Type **R** Property Sub Type **R** Property Style **R**

Location

House # **R** Direction Street

Address Line 2

City **R** State **R** Zip **R** Neighborhood

Listing Information

Listing Office **R**

List Date **R** Expires On **R** List Price **R**

DISPLAY OPTIONS:

☐ For Auction ☐ Do not show list price online ☐ Do not show listing online ☐ Do not show address online ☐ Price Upon Request

SHOWING OPTION: ☐ Call To Show DATE AVAILABLE ☐ Foreclosure ☐ Short Sale

Property Information

UNIT DETAILS Number of Units

Unit Name # of Bedrooms # of Baths: Full 1/2 3/4 1/4

Total # of Bedrooms Total # of Baths: Full 1/2 3/4 1/4

BUILDING AREA SqFt LOT SIZE Acres ANNUAL TAX AMOUNT TAX YEAR

Property Name **R**

SALES DETAILS

Listing Agent **R** Co-Listing agent

Remarks

Property Description **R**

Directions

Area Description

Owner/Expert Quote

Features

Age Basement Fireplace Count Garage Count
 Lot Size Sewer Water

Amenities

- | | | | |
|---|---|---|--|
| <input type="checkbox"/> Agricultural Easement(s) | <input type="checkbox"/> Bay / Beach Club | <input type="checkbox"/> Caretaker House | <input type="checkbox"/> Cattle Ranch |
| <input type="checkbox"/> Conservation Easement(s) | <input type="checkbox"/> Direct Elevator Access | <input type="checkbox"/> Elk Ranch | <input type="checkbox"/> Estate Farm |
| <input type="checkbox"/> Estate Ranch | <input type="checkbox"/> Fishing Ranch | <input type="checkbox"/> Fitness Center | <input type="checkbox"/> Fly Fishing |
| <input type="checkbox"/> Guest Ranch | <input type="checkbox"/> Hobby Farm | <input type="checkbox"/> Horse facilities | <input type="checkbox"/> Horse Ranch |
| <input type="checkbox"/> Hunting Ranch | <input type="checkbox"/> Investment Ranch | <input type="checkbox"/> Live Water | <input type="checkbox"/> Modular Sports Courts |
| <input type="checkbox"/> Outdoor Basketball Court | <input type="checkbox"/> Playground | <input type="checkbox"/> Putting Green | <input type="checkbox"/> Recreational Area |
| <input type="checkbox"/> Recreational Ranch | <input type="checkbox"/> Silo | <input type="checkbox"/> Ski Resort | <input type="checkbox"/> Smart Home |
| <input type="checkbox"/> Sporting Ranch | <input type="checkbox"/> Squash Court | <input type="checkbox"/> Stables | <input type="checkbox"/> Station |
| <input type="checkbox"/> Tennis Courts | <input type="checkbox"/> Timberland | <input type="checkbox"/> Walk-to-ski | <input type="checkbox"/> Yacht Club |
| <input type="checkbox"/> Yoga Space | | | |

Appliances

- | | | | |
|-------------------------------------|---------------------------------------|---------------------------------------|---|
| <input type="checkbox"/> Dishwasher | <input type="checkbox"/> Double Oven | <input type="checkbox"/> Dryer | <input type="checkbox"/> Garbage Disposal |
| <input type="checkbox"/> Microwave | <input type="checkbox"/> Range / Oven | <input type="checkbox"/> Refrigerator | <input type="checkbox"/> Trash Compactor |
| <input type="checkbox"/> Washer | | | |

Area Amenities

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> Aquatic Activities | <input type="checkbox"/> Area Boat Dock | <input type="checkbox"/> Area Boat Ramp | <input type="checkbox"/> Area Climbing |
| <input type="checkbox"/> Area Fishing | <input type="checkbox"/> Area Hiking | <input type="checkbox"/> Area Horse Riding/Stables | <input type="checkbox"/> Area Hunting |
| <input type="checkbox"/> Area Pool | <input type="checkbox"/> Area Skiing (must be at ski resort) | <input type="checkbox"/> Area Snowmobiling | <input type="checkbox"/> Area Tennis |
| <input type="checkbox"/> Biking | <input type="checkbox"/> Boating | <input type="checkbox"/> Casino / Gambling | <input type="checkbox"/> Community Slip |
| <input type="checkbox"/> Deep Water Mooring | <input type="checkbox"/> Golf (must be on golf course) | <input type="checkbox"/> Jogging / Biking Path | <input type="checkbox"/> Outdoor Activities |

Area Description

- | | | | |
|---|---------------------------------------|---|--|
| <input type="checkbox"/> Country Living | <input type="checkbox"/> Cycling | <input type="checkbox"/> Desert Living | <input type="checkbox"/> Equestrian / Polo |
| <input type="checkbox"/> Fishing | <input type="checkbox"/> Flood Area | <input type="checkbox"/> Game Farm/Safari | <input type="checkbox"/> Green Living |
| <input type="checkbox"/> Historic / Antique | <input type="checkbox"/> Hunting | <input type="checkbox"/> Metropolitan | <input type="checkbox"/> Mountain |
| <input type="checkbox"/> Other Beach | <input type="checkbox"/> Privacy | <input type="checkbox"/> Resort | <input type="checkbox"/> Rock Beach |
| <input type="checkbox"/> Sand Beach | <input type="checkbox"/> School Zone | <input type="checkbox"/> Ski-In / Ski-Out | <input type="checkbox"/> Skiing |
| <input type="checkbox"/> Suburban | <input type="checkbox"/> Wine Country | | |

Bath Features

- | | | | |
|---|--------------------------------------|---------------------------------------|---|
| <input type="checkbox"/> Bidet | <input type="checkbox"/> Jacuzzi Tub | <input type="checkbox"/> Jetted Tub | <input type="checkbox"/> Stall Shower |
| <input type="checkbox"/> Stall Shower and Tub | <input type="checkbox"/> Steam Room | <input type="checkbox"/> Steam Shower | <input type="checkbox"/> Tub and Shower |
| <input type="checkbox"/> Tub Only | | | |

Body of Water

- | | | | |
|------------------------------------|--------------------------------|--------------------------------|--------------------------------|
| <input type="checkbox"/> Bay | <input type="checkbox"/> Canal | <input type="checkbox"/> Gulf | <input type="checkbox"/> Inlet |
| <input type="checkbox"/> Lagoon | <input type="checkbox"/> Lake | <input type="checkbox"/> Ocean | <input type="checkbox"/> Pond |
| <input type="checkbox"/> Reservoir | <input type="checkbox"/> River | <input type="checkbox"/> Sound | |

Community Type

- | | | | |
|--|--|---------------------------------------|--------------------------------|
| <input type="checkbox"/> 55+ Community | <input type="checkbox"/> Adult | <input type="checkbox"/> Beach Resort | <input type="checkbox"/> Co-Op |
| <input type="checkbox"/> Country Club | <input type="checkbox"/> FHA Compliant | <input type="checkbox"/> Fly-In | <input type="checkbox"/> Gated |
| <input type="checkbox"/> Golf Course | <input type="checkbox"/> Tennis | | |

Cooling

- | | | | |
|--|--------------------------------------|---|--|
| <input type="checkbox"/> A/C | <input type="checkbox"/> Central A/C | <input type="checkbox"/> Central A/C - Electric | <input type="checkbox"/> Central A/C - Gas |
| <input type="checkbox"/> Evaporative Coolers | <input type="checkbox"/> Humidifier | <input type="checkbox"/> No A/C | <input type="checkbox"/> Other A/C |
| <input type="checkbox"/> Split Unit A/C | <input type="checkbox"/> Window A/C | <input type="checkbox"/> Wall Unit A/C | <input type="checkbox"/> Zoned A/C |

Exterior

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> Barn/Stable | <input type="checkbox"/> BBQ | <input type="checkbox"/> Boat House | <input type="checkbox"/> Boat Ramp |
| <input type="checkbox"/> Carriage House | <input type="checkbox"/> Covered Terraces | <input type="checkbox"/> Dock | <input type="checkbox"/> Dock Rights |
| <input type="checkbox"/> Dog Run | <input type="checkbox"/> Double Pane / Storm Windows | <input type="checkbox"/> Fire Pit | <input type="checkbox"/> Gardens |
| <input type="checkbox"/> Guest House | <input type="checkbox"/> Helipad | <input type="checkbox"/> Out Building | <input type="checkbox"/> Porte-Cochere |
| <input type="checkbox"/> Sidewalk | <input type="checkbox"/> Sprinkler System | <input type="checkbox"/> Storage Shed | <input type="checkbox"/> Storm door |
| <input type="checkbox"/> Storm window | <input type="checkbox"/> Thermal Windows / Doors | <input type="checkbox"/> Underground Lawn Sprinkler | <input type="checkbox"/> Water Feature |

Exterior Description

- | | | | |
|---|--------------------------------------|---------------------------------------|--|
| <input type="checkbox"/> Aluminum Siding | <input type="checkbox"/> Brick | <input type="checkbox"/> Cedar Siding | <input type="checkbox"/> Cement Siding |
| <input type="checkbox"/> Concrete Block | <input type="checkbox"/> E.I.F.S | <input type="checkbox"/> Log | <input type="checkbox"/> Other |
| <input type="checkbox"/> Parrafin Hardboard | <input type="checkbox"/> Steel Frame | <input type="checkbox"/> Stone | <input type="checkbox"/> Stucco |

<input type="checkbox"/> Vinyl Siding	<input type="checkbox"/> Wood Frame	<input type="checkbox"/> Wood Siding	
Exterior Living Space			
<input type="checkbox"/> Balcony / Lanai	<input type="checkbox"/> Courtyard	<input type="checkbox"/> Deck	<input type="checkbox"/> Enclosed Porch
<input type="checkbox"/> Outdoor Kitchen	<input type="checkbox"/> Outdoor Rooms	<input type="checkbox"/> Patio	<input type="checkbox"/> Porch
<input type="checkbox"/> Rooftop Patio	<input type="checkbox"/> Screened Porch	<input type="checkbox"/> Terrace	
Fencing			
<input type="checkbox"/> Fenced Yard	<input type="checkbox"/> Metal Fence	<input type="checkbox"/> Partially Fenced	<input type="checkbox"/> Privacy Fence
<input type="checkbox"/> Vinyl Fence	<input type="checkbox"/> Wood Fence		
Fireplace Description			
<input type="checkbox"/> 2-Sided	<input type="checkbox"/> Brick	<input type="checkbox"/> Electric	<input type="checkbox"/> Fireplace
<input type="checkbox"/> Gas	<input type="checkbox"/> Stone	<input type="checkbox"/> Wood Burning	<input type="checkbox"/> Wood Burning Stove
Flooring			
<input type="checkbox"/> Ceramic	<input type="checkbox"/> Concrete	<input type="checkbox"/> Hardwood	<input type="checkbox"/> Laminate
<input type="checkbox"/> Linoleum	<input type="checkbox"/> Luxury Vinyl	<input type="checkbox"/> Marble	<input type="checkbox"/> Mixed
<input type="checkbox"/> Stone	<input type="checkbox"/> Tile	<input type="checkbox"/> Wall to Wall Carpet	
Garage Description			
<input type="checkbox"/> Attached Garage	<input type="checkbox"/> Carport	<input type="checkbox"/> Curb Parking	<input type="checkbox"/> Detached Garage
<input type="checkbox"/> Garage	<input type="checkbox"/> Golfcart Garage	<input type="checkbox"/> No Garage	<input type="checkbox"/> RV Parking
General			
<input type="checkbox"/> Built-in Vacuum	<input type="checkbox"/> Ceiling Fan(s)	<input type="checkbox"/> Clubhouse	<input type="checkbox"/> Concierge Services
<input type="checkbox"/> Doorman	<input type="checkbox"/> Elevator	<input type="checkbox"/> Energy-saving Features	<input type="checkbox"/> Escalator
<input type="checkbox"/> Fenced Range Land	<input type="checkbox"/> Fire Alarms	<input type="checkbox"/> Guard Gated	<input type="checkbox"/> Lake Privileges
<input type="checkbox"/> Laundry Facilities	<input type="checkbox"/> Private Airport	<input type="checkbox"/> Private Elevator	<input type="checkbox"/> Security System
<input type="checkbox"/> Skylight	<input type="checkbox"/> Smoke Detector	<input type="checkbox"/> Stereo System	<input type="checkbox"/> Storage Area
<input type="checkbox"/> Wheel Chair Accessible	<input type="checkbox"/> Window Treatments	<input type="checkbox"/> Workshop	
Heating - Fuel Type			
<input type="checkbox"/> Coal	<input type="checkbox"/> Electric	<input type="checkbox"/> Gas	<input type="checkbox"/> Geothermal
<input type="checkbox"/> Hydro Heat	<input type="checkbox"/> None	<input type="checkbox"/> Oil	<input type="checkbox"/> Other
<input type="checkbox"/> Propane	<input type="checkbox"/> Solar	<input type="checkbox"/> Wood	
Heating Type			
<input type="checkbox"/> Baseboard	<input type="checkbox"/> Forced Air	<input type="checkbox"/> Gravity	<input type="checkbox"/> Heat Pump
<input type="checkbox"/> Hydro	<input type="checkbox"/> Multi-Zone Heat	<input type="checkbox"/> No Heat	<input type="checkbox"/> Other
<input type="checkbox"/> Pellet Stove	<input type="checkbox"/> Radiant Floor	<input type="checkbox"/> Radiator	<input type="checkbox"/> Solar Power
<input type="checkbox"/> Steam Heat			
Interior			
<input type="checkbox"/> Bay/Bow Window	<input type="checkbox"/> Beam-Ceilings	<input type="checkbox"/> Blinds	<input type="checkbox"/> Bowling Alley
<input type="checkbox"/> Cathedral Ceilings	<input type="checkbox"/> Cedar Closets	<input type="checkbox"/> Dry Bar	<input type="checkbox"/> Exercise Area
<input type="checkbox"/> Fireplace in Master BR	<input type="checkbox"/> High Tech Cabling	<input type="checkbox"/> Indoor Basketball Court	<input type="checkbox"/> Indoor Racquetball Court
<input type="checkbox"/> In-Home Gym	<input type="checkbox"/> In-law Suite	<input type="checkbox"/> Intercom System	<input type="checkbox"/> Laundry Chute
<input type="checkbox"/> Screen Room	<input type="checkbox"/> Track lighting	<input type="checkbox"/> Two-story Family Room	<input type="checkbox"/> Vaulted Ceilings
<input type="checkbox"/> Walk-in Closet	<input type="checkbox"/> Wet Bar	<input type="checkbox"/> Wine Cellar	
Kitchen Features			
<input type="checkbox"/> Breakfast Bar	<input type="checkbox"/> Butlers Pantry	<input type="checkbox"/> Catering Kitchen	<input type="checkbox"/> Center Island
<input type="checkbox"/> Convection Steam Oven	<input type="checkbox"/> Country Kitchen	<input type="checkbox"/> Designer Kitchen	<input type="checkbox"/> Eat-in Kitchen
<input type="checkbox"/> Galley Kitchen	<input type="checkbox"/> Gourmet Kitchen	<input type="checkbox"/> Granite Countertops	<input type="checkbox"/> Kitchen Facilities
<input type="checkbox"/> Marble Countertop	<input type="checkbox"/> Wine Bar		
Lifestyles			
<input type="checkbox"/> Aquatic Activities	<input type="checkbox"/> Bay/Beach Club	<input type="checkbox"/> Beach	<input type="checkbox"/> Boating
<input type="checkbox"/> Casino/Gambling	<input type="checkbox"/> Country Club	<input type="checkbox"/> Country Living	<input type="checkbox"/> Cycling
<input type="checkbox"/> Eco-Friendly	<input type="checkbox"/> Equestrian	<input type="checkbox"/> Farm & Ranch	<input type="checkbox"/> Fishing
<input type="checkbox"/> Fly-In	<input type="checkbox"/> Game Farm/Safari	<input type="checkbox"/> Golf	<input type="checkbox"/> Hiking
<input type="checkbox"/> Historic	<input type="checkbox"/> Hunting	<input type="checkbox"/> Lakefront	<input type="checkbox"/> Metropolitan
<input type="checkbox"/> Mountain	<input type="checkbox"/> Ocean/Beach	<input type="checkbox"/> Outdoor Activities	<input type="checkbox"/> Privacy
<input type="checkbox"/> Private Island	<input type="checkbox"/> Resort	<input type="checkbox"/> Retirement	<input type="checkbox"/> Riverfront
<input type="checkbox"/> Ski (Snow)	<input type="checkbox"/> Ski (Water)	<input type="checkbox"/> Suburban	<input type="checkbox"/> Tennis
<input type="checkbox"/> Univ/College Community	<input type="checkbox"/> Water View	<input type="checkbox"/> Waterfront	<input type="checkbox"/> Wine & Vineyard
<input type="checkbox"/> Yacht Club			
Location			
<input type="checkbox"/> Above Shoppes	<input type="checkbox"/> Backs to Golf Course	<input type="checkbox"/> Backs to Park Land	<input type="checkbox"/> Bayside
<input type="checkbox"/> Beach Front	<input type="checkbox"/> Canal Front	<input type="checkbox"/> Channel Front	<input type="checkbox"/> Cul-de-sac

<input type="checkbox"/> Emerging Area	<input type="checkbox"/> Fairway Frontage	<input type="checkbox"/> Gulf	<input type="checkbox"/> Harbor
<input type="checkbox"/> In Shopping Mall	<input type="checkbox"/> Intercoastal Waterway	<input type="checkbox"/> Island	<input type="checkbox"/> Lagoon
<input type="checkbox"/> Lakefront	<input type="checkbox"/> Marina	<input type="checkbox"/> Ocean / Beach	<input type="checkbox"/> Ocean Block
<input type="checkbox"/> Ocean Front	<input type="checkbox"/> Off Water	<input type="checkbox"/> Riverfront	<input type="checkbox"/> Slope Side
<input type="checkbox"/> Waterfront			
Lot Description			
<input type="checkbox"/> Access Type - Other	<input type="checkbox"/> Access Type - Road	<input type="checkbox"/> Access Type - Water	<input type="checkbox"/> Corner
<input type="checkbox"/> Flag	<input type="checkbox"/> Irregular	<input type="checkbox"/> Lake on Lot	<input type="checkbox"/> Level
<input type="checkbox"/> New Development	<input type="checkbox"/> Open	<input type="checkbox"/> Pond on Lot	<input type="checkbox"/> Possible Subdivision
<input type="checkbox"/> Private Lake	<input type="checkbox"/> Stream on Lot	<input type="checkbox"/> Wooded	
Other			
<input type="checkbox"/> Association Fee	<input type="checkbox"/> Water Softener - Own	<input type="checkbox"/> Water Softener - Rent	<input type="checkbox"/> Whole House Water Filter
Pool Description			
<input type="checkbox"/> Above Ground	<input type="checkbox"/> Hot Tub	<input type="checkbox"/> Indoor	<input type="checkbox"/> Inground
<input type="checkbox"/> Outdoor	<input type="checkbox"/> Pool	<input type="checkbox"/> Resistance / Spa	
Pre-Wiring			
<input type="checkbox"/> Cable	<input type="checkbox"/> Entertainment System	<input type="checkbox"/> Garage Door	<input type="checkbox"/> Generator
<input type="checkbox"/> Phone Jacks	<input type="checkbox"/> Security System		
Property Description			
<input type="checkbox"/> Acreage	<input type="checkbox"/> Community Living	<input type="checkbox"/> Easement	<input type="checkbox"/> Eco-Friendly (Green)
<input type="checkbox"/> Farm / Ranch	<input type="checkbox"/> Farm Assessment	<input type="checkbox"/> Fenced Farm Acreage	<input type="checkbox"/> Ski Property
<input type="checkbox"/> Vineyard	<input type="checkbox"/> Winery		
Road Type			
<input type="checkbox"/> 4 Way Interchange	<input type="checkbox"/> City / Town Street	<input type="checkbox"/> County Street	<input type="checkbox"/> Interchange
<input type="checkbox"/> Interstate	<input type="checkbox"/> Main Thoroughfare	<input type="checkbox"/> Private Road	<input type="checkbox"/> State Road
<input type="checkbox"/> Turnpike			
Roof			
<input type="checkbox"/> Asphalt / Fiberglass	<input type="checkbox"/> Asphalt Shingle Roof	<input type="checkbox"/> Bermuda Roof	<input type="checkbox"/> Cedar Shake
<input type="checkbox"/> Cement Tiles	<input type="checkbox"/> Composition Shingle	<input type="checkbox"/> Fiberglass	<input type="checkbox"/> Metal Roof
<input type="checkbox"/> Rubber	<input type="checkbox"/> Slate Roof	<input type="checkbox"/> Spanish Tiles	<input type="checkbox"/> Tar & Gravel
<input type="checkbox"/> Wood Shingles / Shakes			
Rooms			
<input type="checkbox"/> Artist Studio	<input type="checkbox"/> Billiards Room	<input type="checkbox"/> Casita	<input type="checkbox"/> Guest Suite
<input type="checkbox"/> Library	<input type="checkbox"/> Media Rm / Home Theater	<input type="checkbox"/> Staff Quarters	
Special Market			
<input type="checkbox"/> College / University	<input type="checkbox"/> Hospitality	<input type="checkbox"/> International Properties	<input type="checkbox"/> Luxury Properties
<input type="checkbox"/> Military Properties	<input type="checkbox"/> New Homes	<input type="checkbox"/> Resort / Lake	<input type="checkbox"/> Vacation / Second Home
Views			
<input type="checkbox"/> Bay	<input type="checkbox"/> City / Strip	<input type="checkbox"/> Garden	<input type="checkbox"/> Golf
<input type="checkbox"/> Lake & Stream	<input type="checkbox"/> Marshfront	<input type="checkbox"/> Mountain	<input type="checkbox"/> Ocean
<input type="checkbox"/> Panoramic	<input type="checkbox"/> Park	<input type="checkbox"/> Pond	<input type="checkbox"/> Scenic
<input type="checkbox"/> Sound	<input type="checkbox"/> Water		

Property Details

NUMBER OF PARKING PLACES Year Built ☐ New Construction Year Renovated Zoning

Tax Roll No [ROOMS & FLOORS](#) Number of Rooms No of Levels/Floors

Seller Information - Person or Business is Required

Seller Source

Business Entity Name Business Entity Type

First Name First Name Address Line 1 City

Last Name Last Name Address Line 2 State

Phone Phone Zip

Email Email ☐ Use Property Address as Seller Address

TourFactory

TYPE Property Type: Property Style:
DETAILS Tour's Title (Headline): List Price:
Area of Town: Bedrooms: Bathrooms: Garage:
sq ft.: Lot Size: Year Built: School District: Annual Property Tax:

Music Selection

Search Categories

- | | |
|--|--|
| <input type="checkbox"/> Handicap Accessible | <input type="checkbox"/> Residential w/Acreage |
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Waterfront Property |

Interior Amenities

- | | |
|---|---|
| <input type="checkbox"/> 24-Hour Door Person | <input type="checkbox"/> Fireplace |
| <input type="checkbox"/> Alarm System | <input type="checkbox"/> Forced Air |
| <input type="checkbox"/> Basement - Finished | <input type="checkbox"/> Gas Heat |
| <input type="checkbox"/> Basement - Unfinished | <input type="checkbox"/> Hardwood Floors |
| <input type="checkbox"/> Bathroom on Main Floor | <input type="checkbox"/> Office/Den |
| <input type="checkbox"/> Bedroom on Main Floor | <input type="checkbox"/> Satellite Dish |
| <input type="checkbox"/> Bonus Room | <input type="checkbox"/> Surround Sound |
| <input type="checkbox"/> Broadband Available | <input type="checkbox"/> Tile Floors |
| <input type="checkbox"/> Central Air | <input type="checkbox"/> Utilities on Main Floor |
| <input type="checkbox"/> Central Vacuum System | <input type="checkbox"/> Utilities on Upper Floor |
| <input type="checkbox"/> Elevator Building | <input type="checkbox"/> Vaulted Ceilings |
| | <input type="checkbox"/> Water Softener |

Exterior Amenities

- | | |
|---|--|
| <input type="checkbox"/> Balcony Deck | <input type="checkbox"/> Parking/Garage Included |
| <input type="checkbox"/> Barn/Stable - Detached | <input type="checkbox"/> Roof Top Deck |
| <input type="checkbox"/> Carport | <input type="checkbox"/> Sauna |
| <input type="checkbox"/> Garage - Attached | <input type="checkbox"/> Spa |
| <input type="checkbox"/> Garage - Detached | <input type="checkbox"/> Sports Court |
| <input type="checkbox"/> Hot Tub | <input type="checkbox"/> Swimming Pool |
| <input type="checkbox"/> Out Building | <input type="checkbox"/> Tennis Court |
| | <input type="checkbox"/> Workshop - Detached |

Property Amenities

- | | |
|--|---|
| <input type="checkbox"/> Community Beach | <input type="checkbox"/> Fully Fenced |
| <input type="checkbox"/> Corner Lot | <input type="checkbox"/> Gated Community |
| <input type="checkbox"/> Country Club | <input type="checkbox"/> Golf Course Lot |
| <input type="checkbox"/> Cul-de-Sac Location | <input type="checkbox"/> High-Rise |
| <input type="checkbox"/> Dock | <input type="checkbox"/> Low-Rise |
| <input type="checkbox"/> Fenced Yard | <input type="checkbox"/> Partially Fenced |
| <input type="checkbox"/> Float | <input type="checkbox"/> Sprinkler System |
| | <input type="checkbox"/> View Property |

Custom Amenities

(32 character max each line)

1	<input type="text"/>	9	<input type="text"/>
2	<input type="text"/>	10	<input type="text"/>
3	<input type="text"/>	11	<input type="text"/>
4	<input type="text"/>	12	<input type="text"/>
5	<input type="text"/>	13	<input type="text"/>
6	<input type="text"/>	14	<input type="text"/>
7	<input type="text"/>	15	<input type="text"/>
8	<input type="text"/>	16	<input type="text"/>

xPressDocs Property Brochure

Headline or Property Address

Location or Address

Headline (Back) (68 characters max)

Description (Back) (680 character max)

Bullet Points (41 character max)

- 1
- 2
- 3
- 4

Photo Placement

TourFactory Photo #

Photo 1

Photo 2

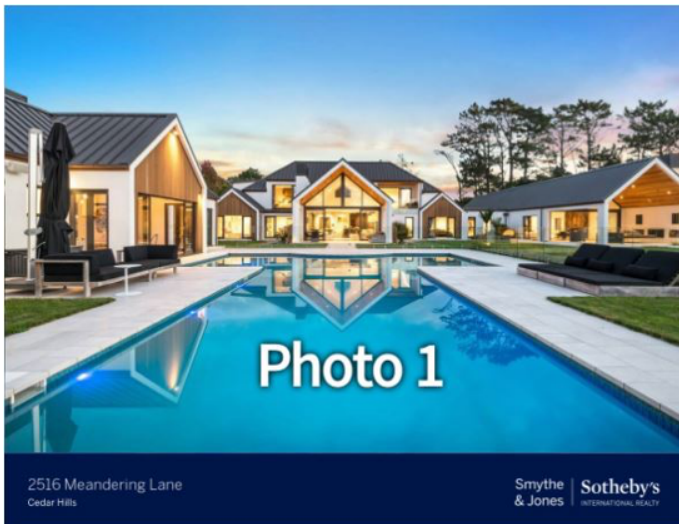
Photo 3

Photo 4

Photo 5

Photo 6

Photo 7



Showing Instructions for Listing

Check One or Give Code

☐ Supra I-Box: ☐ Combo Lock:

Lockbox Location:

☐ Agent Has Key ☐ Key @ Front Desk ☐ NO LOCK Box

Occupant:

☐ Tenant ☐ Owner ☐ Vacant ☐ Under Construction

Owner Name(s): Cell Phone: Home Phone:

Tenant Name(s): Cell Phone: Home Phone:

Check All That Apply

(These are some common ways showings can be set up, but can be done however the owner/seller wishes)

- 1) ☐ All Calls Directly to LISTING AGENT - or backup/co-list agent if primary agent is unavailable or out of town. If so provide backup/co-list agent name and number. Back-up name: Backup #:
- 2) ☐ Ok To Show at ANY Time – NO Appointment or CALLS Required
- 3) ☐ Beware of Animals (see remarks)
- 4) ☐ Have SHOWING AGENT leave a Business Card on counter/table
- 5) ☐ AFTER leaving OWNER a voicemail, Property Can be shown
- 6) ☐ AFTER leaving LISTING AGENT a voicemail, Property Can be shown
- 7) ☐ Time Restrictions (See Below)
- 8) ☐ LISTING AGENT Must Be Present at ALL Showings
- 9) ☐ 24 Hour Notice Requested
- 10) ☐ Other/See Remarks Below

Remarks & Instructions: (Ex: Animal/Pets, Time Restrictions, Call Instructions, Tenant Info, Gate CODE? etc.)