

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 Income Producing Area
Neighborhood Grid # Begin Date End Date List Price
Type of Contract Office Ad # Short Sale REO

General Property Description

Building Style Basement Garage Type Garage Stall
Gar/Cpt2 Type Gar/Cpt2 #Stalls Gar/Cpt3 Type Gar/Cpt3 #Stalls
Total Bedrooms Total Baths Total SqFt SqFt B SqFt 1
SqFt 2 SqFt 3 SqFt Source Lot Size Lot Acres
Year Built Remodeled Year Remodeled New Construction
Est Completion Date *Required for New Construction:* Builder Name Lot Type 1
Occupant **Required if Listing Type is Waterfront:* *Lot Type 2
*Lake/River Name *Frontage Bay

Add'l Living Qtrs

Add'l Living Quarters Bdrms Baths
Approx SqFt SqFt Source
Year Built Description

Legal and Taxes

Legal
AIN # Parcel # School District Zoning
Taxes Tax Year Taxes Reflect 1 Taxes Reflect 2
Required if Listing Type is Manufactured: MH Taxed as Subdivision
Directions

Remarks

Public Remarks **R**

Private Remarks

Property Subject To

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

Miscellaneous

Sec **R** Twn **R** Rng **R** Rng Dir **R**

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

☐ 55+ Senior Housing ☐ 62+ Senior Housing

Personal Property Included

Pers Prop Incl Pers Prop Incl 2 Pers Prop Incl 3

Real Property Excluded

Real Prop Excl Real Prop Excl 2 Real Prop Excl 3

R Rooms per Level: Select between 6 & 34 items.

The entries under 'Rooms per Level' will populate the room grid in reports. These are numerical entries. Select the room by clicking in the small box in front of the room name, then enter a number from 1-99 in the larger box which follows the room name. You are required to make at least 6 entries - note that this is not 6 rooms, but 6 numerical entries in the box following room names. Use the 'N/A' entries if you are listing a structure which does not allow you to make 6 entries for rooms (eg, studio condo).

<input type="checkbox"/> Bsmt Living Rm <input type="text"/>	<input type="checkbox"/> Bsmt Dining <input type="text"/>	<input type="checkbox"/> Bsmt Kitchen <input type="text"/>
<input type="checkbox"/> Bsmt Fam/Gr Rm <input type="text"/>	<input type="checkbox"/> Bsmt Mst Bdrm Suite <input type="text"/>	<input type="checkbox"/> Bsmt Bdrm(s) <input type="text"/>
<input type="checkbox"/> Bsmt Bath <input type="text"/>	<input type="checkbox"/> Bsmt Half Bath <input type="text"/>	<input type="checkbox"/> Bsmt Laundry <input type="text"/>
<input type="checkbox"/> Bsmt Other Rm(s) <input type="text"/>	<input type="checkbox"/> 1st Fl Living Rm <input type="text"/>	<input type="checkbox"/> 1st Fl Dining Room <input type="text"/>
<input type="checkbox"/> 1st Fl Kitchen <input type="text"/>	<input type="checkbox"/> 1st Fl Fam/Great Room <input type="text"/>	<input type="checkbox"/> 1st Fl Mst Bdrm Suite <input type="text"/>
<input type="checkbox"/> 1st Fl Bdrm(s) <input type="text"/>	<input type="checkbox"/> 1st Fl Bath <input type="text"/>	<input type="checkbox"/> 1st Fl Half Bath <input type="text"/>
<input type="checkbox"/> 1st Fl Laundry <input type="text"/>	<input type="checkbox"/> 1st Fl Other Rm(s) <input type="text"/>	<input type="checkbox"/> 2nd Fl Living Room <input type="text"/>
<input type="checkbox"/> 2nd Fl Dining Room <input type="text"/>	<input type="checkbox"/> 2nd Fl Kitchen <input type="text"/>	<input type="checkbox"/> 2nd Fl Fam/Great Room <input type="text"/>
<input type="checkbox"/> 2nd Fl Mst Bdrm Suite <input type="text"/>	<input type="checkbox"/> 2nd Fl Bdrm(s) <input type="text"/>	<input type="checkbox"/> 2nd Fl Bath <input type="text"/>
<input type="checkbox"/> 2nd Fl Half Bath <input type="text"/>	<input type="checkbox"/> 2nd Fl Laundry <input type="text"/>	<input type="checkbox"/> 2nd Fl Other Rm(s) <input type="text"/>
<input type="checkbox"/> 3rd Fl Mst Bdrm Suite <input type="text"/>	<input type="checkbox"/> 3rd Fl Bdrms <input type="text"/>	<input type="checkbox"/> 3rd Fl Bath <input type="text"/>
<input type="checkbox"/> 3rd Fl Half Bath <input type="text"/>	<input type="checkbox"/> 3rd Fl Other Rm(s) <input type="text"/>	<input type="checkbox"/> N/A <input type="text"/>
<input type="checkbox"/> N/A2 <input type="text"/>	<input type="checkbox"/> N/A3 <input type="text"/>	<input type="checkbox"/> N/A 4 <input type="text"/>

Other Rooms: Please select up to 6 items.

Use the fields in 'Other Rooms' Group to indicate which rooms are located in 'Other' column of the room grid. This is a text entry, which allows you to describe the room, identify the level, enter the room size, etc - whatever you think is necessary. **Do not** make an entry for a room if your listing does not contain that particular room or if it duplicates a previous room entry.

<input type="checkbox"/> Bonus Room	<input type="text"/>	<input type="checkbox"/> Craft Rm	<input type="text"/>	<input type="checkbox"/> Den/Library	<input type="text"/>
<input type="checkbox"/> Formal Dining	<input type="text"/>	<input type="checkbox"/> Loft	<input type="text"/>	<input type="checkbox"/> Media Room	<input type="text"/>
<input type="checkbox"/> Mud Rm	<input type="text"/>	<input type="checkbox"/> Office	<input type="text"/>	<input type="checkbox"/> Storage	<input type="text"/>
<input type="checkbox"/> SunRoom	<input type="text"/>	<input type="checkbox"/> Wine Cellar	<input type="text"/>		
<input type="checkbox"/> Main Floor Utilities		<input type="checkbox"/> Mst Bdrm Suite			

R Views: Select between 1 & 4 items.

<input type="checkbox"/> City	<input type="checkbox"/> Lake	<input type="checkbox"/> Mountain(s)	<input type="checkbox"/> Neighborhood	<input type="checkbox"/> River	<input type="checkbox"/> Territorial	<input type="checkbox"/> None
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R Lot Features: Select between 1 & 8 items.

<input type="checkbox"/> Airfield Community	Airport Name	<input type="text"/>	<input type="checkbox"/> Alley Access	<input type="checkbox"/> CDA Reservation	<input type="checkbox"/> Corner Lot	<input type="checkbox"/> Cul-De-Sac	
<input type="checkbox"/> Gated Community	<input type="checkbox"/> Golf Course Lot	Golf Course Name	<input type="text"/>	<input type="checkbox"/> Irregular	<input type="checkbox"/> Level	<input type="checkbox"/> Open	<input type="checkbox"/> Sloping
<input type="checkbox"/> Southern Exposure	<input type="checkbox"/> Steep	<input type="checkbox"/> Wooded	<input type="checkbox"/> Borders Special Land	Special Land Description	<input type="text"/>		

Interior Features

<input type="checkbox"/> Cable Internet Av	<input type="checkbox"/> Cable TV	<input type="checkbox"/> Central Air	<input type="checkbox"/> Central Vac	<input type="checkbox"/> Dryer HU Elec	<input type="checkbox"/> Dryer HU Gas	<input type="checkbox"/> DSL Av	<input type="checkbox"/> Fireplace
<input type="checkbox"/> Fireplace Insert	<input type="checkbox"/> Gas Fireplace	<input type="checkbox"/> Handicap Facility	<input type="checkbox"/> High Speed Internet	<input type="checkbox"/> Intercom	<input type="checkbox"/> Jetted Tub	<input type="checkbox"/> Mini-Split A/C	<input type="checkbox"/> Satellite
<input type="checkbox"/> Security System	<input type="checkbox"/> Skylight(s)	Smart Other:	<input type="text"/>	<input type="checkbox"/> Smart Thermostat	<input type="checkbox"/> Wall Unit(s)	<input type="checkbox"/> Washer HU	

Exterior Features

Horse Facility Selection of this field as a searchable feature indicates: 1) property is zoned by City or County Zoning to allow keeping of livestock, and 2) property includes structure (ie, bldg or fencing) appropriate for horses

<input type="checkbox"/> Covered Deck	<input type="checkbox"/> Covered Patio	<input type="checkbox"/> Covered Porch	<input type="checkbox"/> Curbs	<input type="checkbox"/> Dock/Boat Slip	<input type="checkbox"/> Fencing Full	<input type="checkbox"/> Fencing Partial	<input type="checkbox"/> Fire Pit	
<input type="checkbox"/> Fruit Trees	<input type="checkbox"/> Garden	<input type="checkbox"/> Gazebo	<input type="checkbox"/> Handicap Access	<input type="checkbox"/> Horse Facility	<input type="checkbox"/> Landscaping	<input type="checkbox"/> Lawn	<input type="checkbox"/> Lighting	<input type="checkbox"/> Open Deck
<input type="checkbox"/> Open Patio	<input type="checkbox"/> Open Porch	<input type="checkbox"/> Pasture	<input type="checkbox"/> Paved Parking	<input type="checkbox"/> Pergola	<input type="checkbox"/> Pool, Above Ground	<input type="checkbox"/> Pool, Inground	<input type="checkbox"/> Rain Gutters	
<input type="checkbox"/> RV Parking, Covered	<input type="checkbox"/> RV Parking, Open	<input type="checkbox"/> Satellite Dish	<input type="checkbox"/> Sidewalks	<input type="checkbox"/> Spa/Hot Tub				
<input type="checkbox"/> Sprinkler System, Back	<input type="checkbox"/> Sprinkler System, Front	<input type="checkbox"/> Water Feature	<input type="checkbox"/> See Remarks					

R Common Walls: Select at least 1 item.

<input type="checkbox"/> 1 Common Wall	<input type="checkbox"/> 2+ Common Walls	<input type="checkbox"/> End Unit	<input type="checkbox"/> No Common Walls	<input type="checkbox"/> No One Above	<input type="checkbox"/> No One Below
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Association Fee Includes:

<input type="checkbox"/> Maintenance Grounds	<input type="checkbox"/> Sewer	<input type="checkbox"/> Snow Removal	<input type="checkbox"/> Trash	<input type="checkbox"/> Water
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R Appliances: Select between 1 and 16 items.

<input type="checkbox"/> Cooktop	<input type="checkbox"/> Dishwasher	<input type="checkbox"/> Disposal	<input type="checkbox"/> Dryer, Elec	<input type="checkbox"/> Dryer, Gas	<input type="checkbox"/> Freezer	<input type="checkbox"/> Grill Top	<input type="checkbox"/> Microwave
<input type="checkbox"/> Range/Oven, Elec	<input type="checkbox"/> Range/Oven, Gas	<input type="checkbox"/> Range/Oven, Combo Gas/Elec	<input type="checkbox"/> Refrigerator	<input type="checkbox"/> Trash Compactor	<input type="checkbox"/> Wall Oven		
<input type="checkbox"/> Washer	<input type="checkbox"/> Water Softener	<input type="checkbox"/> Wine Refrigerator	<input type="checkbox"/> Electric Water Heater	<input type="checkbox"/> Gas Water Heater	<input type="checkbox"/> Propane Water Heater	<input type="checkbox"/> None	

Kitchen Amenities

<input type="checkbox"/> Bkfst Bar	<input type="checkbox"/> Kitchen Island	<input type="checkbox"/> Kitchen Peninsula	<input type="checkbox"/> Walk-In Pantry	Counter Type:	<input type="text"/>
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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 ☐ See Remarks

Other Structures

☐ Airplane Hangar Barn Size ☐ Barn ☐ Boathouse ☐ Cabana ☐ Greenhouse ☐ Guest House ☐ Shed
Shop Size ☐ Storage ☐ Workshop ☐ See Remarks

Architectural Style

Description

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 ☐ See Remarks

R Construction: Select between 1 and 7 items.

☐ Block ☐ Brick ☐ Concrete ☐ Frame Insul R Value, Ceiling Insul R Value, Wall
☐ Log Home ☐ Manufactured ☐ Mobile Home ☐ Pole ☐ Post & Beam ☐ See Remarks

R Exterior: Select between 1 and 14 items.

☐ Aluminum ☐ Asbestos ☐ Brick ☐ Cedar ☐ Cement Block ☐ Concrete ☐ Drivet ☐ Fiber Cement ☐ Hardboard ☐ Lap Siding
☐ Log ☐ Pressboard ☐ Redwood ☐ Shingle ☐ Steel ☐ Stone ☐ Stucco ☐ T1-11 ☐ Vinyl ☐ Wood
Other ☐ See Remarks

R Flooring: Select between 1 and 10 items.

☐ Bamboo ☐ Carpet ☐ Concrete ☐ Cork ☐ Laminate ☐ LVP ☐ Stone ☐ Tile ☐ Vinyl ☐ Wood

R Roof: Select between 1 and 8 items.

☐ Aluminum ☐ Comp Shingle ☐ Concrete ☐ Metal ☐ Rolled Comp ☐ Rolled Rubber ☐ Shake ☐ Tar ☐ Tile
☐ Wood Shingle ☐ See Remarks

R Road: Select between 1 and 6 items.

☐ Dirt ☐ Gravel ☐ Paved ☐ Private Maintained ☐ Public Maintained ☐ Road Maintenance Agreement

Road Maintenance Agreement Description ☐ See Remarks

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

Green Certifications: Please select up to 3 items.

☐ Built Green ☐ ENERGY STAR Certified Homes ☐ LEED For Homes

Green Features: Please select up to 4 items.

Appliances Countertops Flooring ☐ Windows

R Terms Considered: Select between 1 and 11 items.

☐ 1031 Exchange ☐ Assume ☐ Auction ☐ Cash ☐ Conventional ☐ FHA ☐ FHA 203(k) ☐ HomePath ☐ Idaho Housing Agency
☐ Lease Option ☐ RD/Farm Home ☐ Seller Financing ☐ Subj to Short Sale ☐ Trade ☐ VA ☐ See Remarks

R Showing Instructions: Select between 1 and 11 items.

Access Code ☐ Appointment Only ☐ Beware Animals ☐ Boat Access Only ☐ 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 #

MH Park Requirements

☐ Lease Agreement ☐ Background Check ☐ Credit Check Deposit Park Manager Name
Manager Phone

Manuf. Home Info

☐ MH Class MH Manufacturer MH Size
MH Mo.Lot Rental Lot Rent Incl:

Seller Opt Out

☐ Seller Directs Listing to be Excluded from Internet ☐ Seller Directs Address to be Excluded from Internet
☐ Seller Directs Listing to Not be Used in AVMs on Internet ☐ Seller Directs Listing to Not Allow Comments on Internet

Listing Export Options

☐ IDX ☐ Realtor.com

Sandpoint MLS (Paragon)

Standard

Type Status County
Area Sub-Area Asking Price
Address House # Direction Street
Address 2
City State Zip
In City Limits Y/N Zoning Zoning Designation
Include in IDX Display AVM

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 Agent
Listing Agent 2 Listing Agent 3
Listing Date Expiration Date
Type of Contract Bump Clause Y/N Bump Clause Date

Keywords

Bedrooms Total Baths Total # of Rooms Construction Status
Required if Construction Status is "To Be Built" or "Under Construction": Builder

General

Sale/Rent Approx Total SqFt Price per Total SqFt
Approx Fin AboveGrade SqFt Approx Fin BelowGrade SqFt SqFt Source
Year Built Year Remodeled Lot Size SqFt
Apx Lot Frtg Apx LotDepth Lot Size Irregular Y/N
Apx # Acres Price Per Acre
Section Township Range
Latitude Longitude
Broken Out Y/N Parcel #
Tax Database ID Tax ID

Legal

Neighborhood REO (Y/N) Known LID Y/N
Handicap Acc. Y/N ADA Compliant Y/N ADA Details
Distance to City/Town Distance to County Seat
Distance to County Road Water Access Y/N **Required if Listing Type is Waterfront:*
*Water Access Location *Water Frontage Y/N *Water Frontage Location

Main Body of Water Tributary Body of Water

*Water Access Type DW Surface Road Access

Maintained Y/N Road Surface Fire District Y/N Fire District

School District Elementary School

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

Room Info

	Level	RM Remarks (50)		Description	Level	RM Remarks (50)
Kitchen			Bath 2			
Dining Rm			Bath 3			
Living Rm			Laundry			
Family Rm			Bonus Rm			
Master Bedrm			Additional Rm 1			
Bedroom 2			Additional Rm 2			
Bedroom 3			Additional Rm 3			
Bedroom 4			Additional Rm 4			
Bath 1			Additional Rm 5			

Fractional

Fractional Type % Fractional Ownership Date Available

Week Fractional Available

Fractional Comments

Additional Dwelling - *Input in ANY of these fields makes ALL fields REQUIRED.

*# of Additional Dwellings *Add. Dwell Bdms *Add. Dwell Baths

*Add. Dwell Ttl # Rms *Add. Dwell SqFt *Add. Dwell Fin BG

*Add. Dwell Att/Det *Add. Dwell Comments

Features

A - APPLIANCES

- ☐ A1 - Beverage Refrigerator
- ☐ A2 - Built In Microwave
- ☐ A3 - Convection Oven
- ☐ A4 - Cooktop
- ☐ A5 - Dishwasher
- ☐ A6 - Disposal
- ☐ A7 - Double Oven
- ☐ A8 - Dryer
- ☐ A9 - Freezer
- ☐ A10 - Hood Fan
- ☐ A11 - Microwave
- ☐ A12 - Oven
- ☐ A13 - Range/Oven
- ☐ A14 - Refrigerator
- ☐ A15 - Trash Comp.
- ☐ A16 - Washer
- ☐ A17 - Water Filter
- ☐ A18 - Water Softener

- ☐ A19 - Ice Crusher
- ☐ A20 - Double Dishwasher
- ☐ A21 - Wine Cooler
- ☐ A99 - Other-See Remarks

B - STYLE

- ☐ B1 - 1 Story
- ☐ B2 - 1.5 Story
- ☐ B3 - 2 Story
- ☐ B4 - 3+ Story
- ☐ B5 - A Frame
- ☐ B6 - Earth Sheltered
- ☐ B7 - Cabin
- ☐ B8 - Cape Cod
- ☐ B9 - Contemporary
- ☐ B10 - Cottage
- ☐ B11 - Craftsman
- ☐ B12 - Daylight Basement
- ☐ B13 - Dome
- ☐ B14 - Double Wide

- ☐ B15 - Log
 - ☐ B16 - Manufactured
 - ☐ B17 - Modular
 - ☐ B18 - Multi Level
 - ☐ B19 - Quonset
 - ☐ B20 - Ranch
 - ☐ B21 - Single Wide
 - ☐ B22 - Split Level
 - ☐ B23 - Timber Frame
 - ☐ B24 - Townhouse
 - ☐ B25 - Triple Wide
 - ☐ B26 - Underground
 - ☐ B27 - Duplex
 - ☐ B28 - Float House
 - ☐ B50 - Victorian
 - ☐ B99 - See Remarks
- ### C - WATER NAVIGATION
- ☐ C1 - Electric Motor Only
 - ☐ C2 - Docks

- ☐ C3 - Motor Boat
- ☐ C4 - Paddle Boats
- ☐ C5 - FLOAT PLANE

D - BEACHFRONT

- ☐ D1 - Boat House
- ☐ D2 - Boat Lift
- ☐ D3 - Covered Boat Slip
- ☐ D4 - Dock
- ☐ D5 - Difficult Access
- ☐ D6 - Lawn/Grass
- ☐ D7 - Level
- ☐ D8 - Rocky
- ☐ D9 - Sandy
- ☐ D10 - Sloped
- ☐ D11 - Steep
- ☐ D12 - Pebble
- ☐ D13 - Boat Ramp/Launch
- ☐ D14 - Assign. Private Boat Slip

E - PROPERTY WATER FEATURES

- ☐ E1 - Creek (Seasonal)
- ☐ E2 - Creek (Year Round)
- ☐ E3 - Lake
- ☐ E4 - Pond (Man Made)
- ☐ E5 - Pond (Natural)
- ☐ E6 - River
- ☐ E7 - Secondary Waterfront
- ☐ E8 - Waterfall
- ☐ E9 - Wetlands
- ☐ E10 - Spring
- ☐ E99 - Other-See Remarks

F - EXTERIOR FINISH

- ☐ F1 - Aluminum
- ☐ F2 - Block
- ☐ F3 - Brick-Accent
- ☐ F4 - Brick-Full
- ☐ F5 - Fiber Cement
- ☐ F6 - Log
- ☐ F7 - Log Siding
- ☐ F8 - Masonry
- ☐ F9 - Shake
- ☐ F10 - Simulated Log
- ☐ F11 - Steel
- ☐ F12 - Stucco
- ☐ F13 - Timber
- ☐ F14 - T1-11
- ☐ F15 - Vinyl
- ☐ F16 - Wood
- ☐ F17 - 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 - 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
- ☐ I26 - Golf Cart Door
- ☐ I27 - RV / Boat Garage
- ☐ 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 - HEATING/FUEL SOURCE

- ☐ K1 - Alternative
- ☐ K2 - Baseboard
- ☐ K3 - Radiant
- ☐ K4 - Electric
- ☐ K5 - Fireplace
- ☐ K6 - Floor
- ☐ K7 - Forced Air
- ☐ K8 - Gas-Natural
- ☐ K9 - Gas-Propane
- ☐ K10 - Geothermal
- ☐ K11 - Heat Pump
- ☐ K12 - Hot Water
- ☐ K13 - Hydronic
- ☐ K14 - None
- ☐ K15 - Oil
- ☐ K16 - Pellet
- ☐ K17 - Solar
- ☐ K18 - Stove
- ☐ K19 - Wall Heater
- ☐ K20 - Wood
- ☐ K21 - Monitor
- ☐ K22 - Furnace
- ☐ K23 - Wind
- ☐ K24 - Battery System
- ☐ K25 - Ductless Split
- ☐ K176 - Infrared
- ☐ K99 - See Remarks

L - FIREPLACE/STOVES

- ☐ L1 - Alternative Fuel
- ☐ L2 - Brick
- ☐ L3 - Built In Fireplace
- ☐ L4 - Fan/Blower
- ☐ L5 - Freestanding
- ☐ L6 - Glass Doors
- ☐ L7 - Insert
- ☐ L8 - Mantel
- ☐ L9 - Natural Gas
- ☐ L10 - None
- ☐ L11 - Oil
- ☐ L12 - Pellet Stove
- ☐ L13 - Propane
- ☐ L14 - Raised Hearth
- ☐ L15 - Stone/Masonry
- ☐ L16 - Stove
- ☐ L17 - Tile
- ☐ L18 - Wood Burning
- ☐ L19 - Wood Box

- ☐ L20 - 1 Fireplace
- ☐ L21 - 2 Fireplaces
- ☐ L22 - 3+ Fireplaces
- ☐ L23 - Baking Oven
- ☐ L99 - See Remarks

M - Road Maintenance Includes

- ☐ M1 - Snow Removal
- ☐ M2 - Grading
- ☐ M3 - Oil
- ☐ M4 - Improvements

N - INTERIOR FEATURES

- ☐ N1 - Security System
- ☐ N2 - Audio Hard Wired
- ☐ N3 - Attic Fan
- ☐ N4 - Attic Finished
- ☐ N5 - Attic Un-Fin
- ☐ N6 - Breakfast Nook
- ☐ N7 - Ceiling Fan(s)
- ☐ N8 - Central Vac
- ☐ N9 - French Doors
- ☐ N10 - Garden Tub
- ☐ N11 - Insulated
- ☐ N12 - Intercom
- ☐ N13 - Jetted Tub
- ☐ N14 - Low Voltage Control
- ☐ N15 - Main Floor Util.
- ☐ N16 - Motorized Win. Covering
- ☐ N17 - Network Hard Wired
- ☐ N18 - Pantry
- ☐ N19 - Secure Access
- ☐ N20 - Sprinkler System
- ☐ N21 - Storage
- ☐ N22 - Storm Door(s)
- ☐ N23 - Vaulted Ceiling
- ☐ N24 - Video Panel
- ☐ N25 - Tongue and groove ceiling
- ☐ N26 - Surround Sound
- ☐ N27 - Low Flow Toilets
- ☐ N28 - Dual Flush Toilets
- ☐ N29 - Tankless Hot Water Heater
- ☐ N30 - Air Exchange System
- ☐ N31 - Renewable Flooring
- ☐ N32 - Air Conditioning
- ☐ N99 - See Remarks

O - COMMUNICATIONS

- ☐ O1 - Cable
- ☐ O2 - Fiber
- ☐ O3 - Frame Relay / ISDN
- ☐ O4 - Satellite
- ☐ O5 - DSL
- ☐ O6 - Broadband
- ☐ O7 - Wireless
- ☐ O8 - Dial-Up
- ☐ O9 - High Speed
- ☐ O11 - None
- ☐ O99 - See Remarks

P - PATIO/DECK

- ☐ P1 - Awning
- ☐ P2 - Balcony
- ☐ P3 - Breezeway
- ☐ P4 - Built-in BBQ
- ☐ P5 - Covered Deck
- ☐ P6 - Covered Patio
- ☐ P7 - Covered Porch
- ☐ P8 - Deck
- ☐ P9 - Fire Pit
- ☐ P10 - Gazebo
- ☐ P11 - Outdoor Fireplace
- ☐ P12 - Patio
- ☐ P13 - Porch
- ☐ P14 - Screened
- ☐ P15 - Summer Kitchen
- ☐ P16 - Wrap Around
- ☐ P99 - See Remarks

Q - LAND CHARACTERISTICS

- ☐ Q1 - Benched
- ☐ Q2 - Brdrs Pub. Land
- ☐ Q3 - Creek
- ☐ Q4 - Cross Fenced
- ☐ Q5 - Cul-De-Sac
- ☐ Q6 - Fenced
- ☐ Q7 - Horse Setup
- ☐ Q8 - Irrigation System
- ☐ Q9 - Landscaped
- ☐ Q10 - Level
- ☐ Q11 - Mountain View
- ☐ Q12 - Panoramic View
- ☐ Q13 - Part Fenced
- ☐ Q14 - Pasture
- ☐ Q15 - Rolling
- ☐ Q16 - Ski In/Out
- ☐ Q17 - Sloped
- ☐ Q18 - Spring
- ☐ Q19 - Sprinklers
- ☐ Q20 - Steep
- ☐ Q21 - Surveyed
- ☐ Q22 - Timber
- ☐ Q23 - Water View
- ☐ Q24 - Wooded
- ☐ Q25 - RV Hook-up
- ☐ Q26 - Corner Lot
- ☐ Q27 - Mature Trees
- ☐ Q28 - Southern Exposure
- ☐ Q29 - Water Conserving Landscap
- ☐ Q30 - Borders State Land
- ☐ Q99 - Other-See Remarks

R - OWNERSHIP

- ☐ R1 - Condominium
- ☐ R2 - Fractional
- ☐ R3 - Fee Simple
- ☐ R4 - Leased/Rented
- ☐ R5 - Pers. Prop Only
- ☐ R6 - Timeshare
- ☐ R99 - See Remarks

S - DISCLOSURE

- ☐ S1 - As-Is
- ☐ S2 - Bank Owned
- ☐ S3 - Corporate/Relo
- ☐ S4 - Exclusions-Call Office
- ☐ S5 - Flood Plain Potential
- ☐ S6 - For Auction
- ☐ S7 - HUD Owned
- ☐ S8 - Other Assessments
- ☐ S9 - Pre-Foreclosure
- ☐ S10 - Probate
- ☐ S11 - REO
- ☐ S12 - Sellers Discl. Not Req.
- ☐ S13 - Sellers Discl. on File
- ☐ S14 - Short Sale/Need Bank Apr
- ☐ S15 - Special Assessment
- ☐ S99 - See Remarks

T - PROPERTY AMENITIES

- ☐ T1 - Above Ground Pool
- ☐ T2 - Comm. Hot Tub
- ☐ T3 - Comm. Sauna
- ☐ T4 - Community Pool
- ☐ T5 - Community Center
- ☐ T6 - Club House
- ☐ T7 - Exercise Equip.
- ☐ T8 - Golf
- ☐ T9 - Hot Tub-Private
- ☐ T10 - Inground Pool
- ☐ T11 - Playground
- ☐ T12 - Private Island
- ☐ T13 - Sauna-Private
- ☐ T14 - Sport Court
- ☐ T15 - Tennis Court
- ☐ T16 - Trail System
- ☐ T17 - Gated Entry
- ☐ T99 - See Remarks

U - AIRPORT AMENITIES

- ☐ U1 - Fuel Onsite
☐ U2 - Hangar
☐ U3 - Hangar/Living Space
☐ U4 - Heli-Pad
☐ U5 - Paved Runway
☐ U6 - Private Airstrip
☐ U7 - Public Airstrip
☐ U8 - Runway Access
☐ U9 - Service Onsite
☐ U99 - See Remarks

V - SHOWING INSTRUCTIONS

- ☐ V1 - Appointment Only
☐ V2 - Broker Bay
☐ V3 - Call Agent
☐ V4 - Call List Office
☐ V5 - Call Seller
☐ V6 - Day Sleeper
☐ V7 - Lockbox
☐ V8 - Prequalified Buyers Only
☐ V99 - See Remarks

W - HANDICAP FEATURES

- ☐ W1 - Doors 32+
☐ W2 - Elevator
☐ W3 - Emergency Intercom
☐ W4 - Flash Smoke Detector
☐ W5 - Grab Bars
☐ W6 - Hallways 32+

- ☐ W7 - Kitchen Modification
☐ W8 - Lift
☐ W9 - Lowered Counters
☐ W10 - Ramp/Lvl Entrance
☐ W11 - Ramp/Lvl from Garage
☐ W12 - Roll-in Shower
☐ W13 - Roll-under Sinks
☐ W99 - See Remarks

X - SPECIAL ROOMS

- ☐ X1 - 2nd Kitchen
☐ X2 - 4+ Baths
☐ X3 - Atrium
☐ X4 - Bonus
☐ X5 - Den/Office
☐ X6 - Exercise Room
☐ X7 - Family Room
☐ X8 - Formal Dining
☐ X9 - Formal Living Rm
☐ X10 - Foyer
☐ X11 - Gourmet Kitchen
☐ X12 - Great Room
☐ X13 - Laundry
☐ X14 - Library
☐ X15 - Loft
☐ X16 - Master Suite
☐ X17 - Media Room
☐ X18 - Mud Room

- ☐ X19 - Sauna
☐ X20 - Storage Room
☐ X21 - Sunroom
☐ X22 - Theatre
☐ X23 - Utility Room
☐ X24 - Walk-In Closet
☐ X25 - Wine Room
☐ X99 - See Remarks

Y - FINANCING

- ☐ Y1 - Assume-No Qualifying
☐ Y2 - Assume-Qualifying
☐ Y3 - Cash
☐ Y4 - Conventional
☐ Y5 - FHA
☐ Y6 - IHA
☐ Y7 - Lease Option
☐ Y8 - Owner Contract
☐ Y9 - Recent Appraisal
☐ Y10 - Recent Home Insp.
☐ Y11 - Seller Net Zero
☐ Y12 - Seller Offers Points
☐ Y13 - Trades Considered
☐ Y14 - USDA
☐ Y15 - VA
☐ Y16 - Zero Down
☐ Y99 - See Remarks

Z - OUTBUILDINGS

- ☐ Z1 - 2 Barns
☐ Z2 - 2 Shops
☐ Z3 - 3+ Shops
☐ Z4 - Accessory Dwelling Unit
☐ Z5 - Arena
☐ Z6 - Barn
☐ Z7 - Dog Kennel
☐ Z8 - Greenhouse
☐ Z9 - Guest House
☐ Z10 - Pumphouse
☐ Z11 - Separate Living Qtrs.
☐ Z12 - Shop
☐ Z13 - Storage Shed
☐ Z14 - Studio
☐ Z15 - Cabin
☐ Z99 - See Remarks

ZZ - INTERNET

- ☐ ZZ1 - Yes
☐ ZZ2 - No

BB - CERTIFICATION

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

AA - INSULATION

- ☐ AA1 - Cellulose
☐ AA2 - Spray Foam

Financial

Possession Taxes Tax Year
 Tax Description HOA Y/N HOA Dues \$
 HOA Dues Frequency HOA Dues Include
 Owner Agent Y/N Owner Name
 Road Maint. Agreement Y/N Covenant/Restrictions Y/N

RemarksDirections Public Remarks

Agt Confidential Remarks

Sotheby's International Realty Marketing Form (DASH)

Property Information

Property Type Property Sub Type Property Style

Location

House # Direction Street

Address Line 2

City State Zip Neighborhood

Listing Information

Listing Office

List Date Expires On List Price

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

NO OF BEDROOMS

NO OF BATHS Full 1/2 3/4 1/4

BUILDING AREA SqFt LOT SIZE Acres ANNUAL TAX AMOUNT TAX YEAR

Property Name

SPECIAL PROGRAMS

☐ SIR Farm & Ranch ☐ SIR Golf ☐ SIR Skiing ☐ SIR Waterfront ☐ SIR Historic Property ☐ eGallery Listing

SALES DETAILS

Listing Agent Co-Listing agent

Remarks

Property Description

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

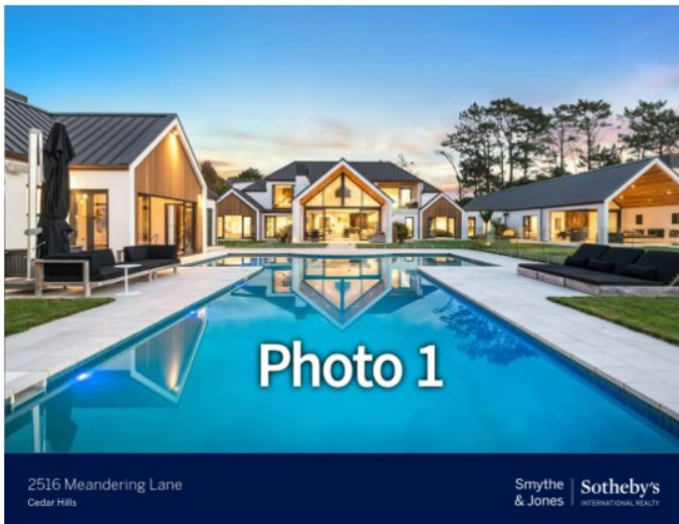
Photo 3

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.)