

● TAX COUNTY ● PIN ADDRESS NUM AD DIR ● STREET NAME (Do Not Abbreviate) ST TYPE

● CITY (U.S. Postal - Do Not Abbreviate) BLDG# UNIT# ● ZIP CODE UNINCORPORATED ● AREA

● SUB AREA (Do Not Abbreviate)

● NAME (Condo Complex Do Not Abbreviate) ● PRICE (No Commas, No Cents)

GRID INFORMATION

● NS DIR (✓ One)  
N □ North  
S □ South  
O □ Out of Metro Area

● EW DIR (✓ One)  
E □ East  
W □ West  
O □ Out of Metro Area

MAP# SECTION

● TYPE (✓ One) FACES

TWN □ Townhouse  
CND □ Condo  
HI □ Hi Rise  
LOW □ Low Rise  
CP □ Cluster/Patio

TOTAL HOA FEES ● FEE QUOTED (✓ One)

CL □ Clubhouse  
EM □ Ext Bldg Maint w/o Roof  
IN □ Insurance  
PL □ Community Pool  
SN □ Snow Rem  
ER □ Ext Bldg Maint & Roof

● FEE QUOTED (✓ One)  
A □ Annual Q □ Quarterly  
M □ Monthly N □ None

MULTIPLE HOA'S Y □ Yes N □ No

FEE INCLUDES (✓ Up to 7)

TN □ Tennis Courts  
TR □ Trash  
HT □ Heat  
W □ Water  
S □ Sewer  
GM □ Grounds Maint

LEVEL Floor # or GR = Ground PT = Penthouse GA = Garden Level

UNIT (✓ If applies) ON END Y □ Yes

DIMENSIONS (Feet & Inches) LOCATION (Enter U, M, L or B)

MASTER BR x

FAMILY ROOM x

LIVING ROOM x

DINING ROOM x

KITCHEN x

STUDY/DEN x

BEDROOM BATH (F=Full, T=3/4, H=1/2, Q=1/4, R=Rough) (No #'s, No Commas, ex: 3 Full 2 Half=FFFHH)

U BR U BA

M BR M BA

L BR L BA

B BR B BA

● BEDROOMS TOTAL ● BATHS TOTAL

LOAN BALANCE (Existing First Only) (No Commas, No Cents)

LOAN TYPE (Existing First Only) (✓ One)

CV □ Conv NA □ Non-Assumable  
F □ FHA P □ Private  
V □ V A F2 □ FHA 245  
CS □ Const B □ Bond  
FN □ FNMA W □ Wrap  
FM □ Fm Ho AR □ Arm

SUBFLOOR (✓ One)

CR □ Crawl Space ST □ Structural Subfloor  
SL □ Slab

BASEMENT (✓ One) (✓ One if applies)

F □ Full W □ Walk-Out  
P □ Partial G □ Garden Level  
□ None C □ Cellar

BSMT FINISHED (✓ One) % BSMT FINISHED

F □ Fully Finished  
P □ Partially Finished  
O □ Open

FIREPLACE LOCATION (✓ Up to 2)

L □ Living Room D □ Dining Room  
F □ Family Room K □ Kitchen  
B □ Bedroom M □ Master Bedroom

# OF FIREPLACES

APPROXIMATE SQUARE FEET

U SQ

M SQ

L SQ

● SQUARE FEET (No comma) ● FINISH SQFT TOT

(Total)

B SQ

MEASUREMENT FROM (✓ One)

C □ County Records B □ Builder  
L □ Lister Measured F □ Floor Plans  
A □ Appraiser Measured

DATE MEASURED (DD-MMM-YYYY e.g.: 01-JAN-2001)

PAYMENT (No Commas, No Cents)

INTEREST RATE (2 Decimal Places)

PMT INCLUDES (Circle Which Apply)

P I T I

PMT DESCRIPTION (✓ One)

G □ Graduated  
F □ Fixed  
A □ Adjusted

● CAR STORAGE (✓ Up to 3) (Separate by Commas)

G □ Garage A □ Attached  
C □ Carport D □ Detached SPACES (Enter # of)  
F □ Off Street R □ Reserved  
N □ None O □ Oversized  
T □ Tandem U □ Unrestricted

● HEAT (Primary Source) (✓ One) (Separate by Comma) (✓ One)

G □ Gas FA □ Forced Air  
P □ Propane HW □ Hot Water  
E □ Electric BB □ Baseboard  
S □ Solar PL □ Panel  
W □ Wood HP □ Heat Pump  
C □ Coal WH □ Wall Heater  
O □ Oil GR □ Gravity  
ST □ Stove  
SH □ Space Heater

AC □ Active  
PS □ Passive  
SM □ Steam

AVG UTIL \$ (Excluding Water & Sewer)

● CONSTRUCTION/Exterior Material (✓ One) (Separate by Comma) (✓ One)

FR □ Frame MS □ Metal Siding  
BR □ Brick VY □ Vinyl Siding  
FB □ Frame/Brick CS □ Cedar Siding  
SU □ Stucco WS □ Wood Siding  
MR □ Moss Rock JM □ JM Asbestos  
BL □ Block OT □ Other  
AD □ Adobe  
SB □ Stucco/Brick  
FK □ Frame/Rock  
RK □ Rock  
CO □ Concrete  
MO □ Modular  
LG □ Log

● STYLE (✓ One)

R □ Ranch/One-Story  
BI □ Bi-Level  
TR □ Tri-Level  
FT □ Front/Back Tri-Lv  
4L □ Tri-Level w/Bsmt  
F4 □ Front/Back 4L  
SH □ Story & 1/2  
2S □ Two Story  
3S □ Three Story  
LO □ Loft  
ST □ Studio

ARCHITECTURE (✓ One)

BU □ Bungalow  
CT □ Contemporary  
SP □ Spanish/SW  
TR □ Traditional  
VC □ Victorian

● YEAR (Year Built, 2003 NOT 03) (4 Digits MUST Be Entered)

● TAXES (No Commas, No Cents)

● TERMS (✓ Up to 7)

CV □ Conv ES □ Escalation  
F □ FHA TR □ Trade/Exchange  
V □ V A LO □ Lease Option  
CA □ Cash W □ Wrap Around  
O □ OWC B □ Bond  
QA □ Qual Asmpt SQ □ Seller Quality  
VO □ Vet Only NQ □ Non Qual Asmpt  
LP □ Lease Purchase DP □ Down Pmt Assistance  
EE □ Energy Eff Mtg  
EI □ Energy Imp Mtg

ADDITIONAL TERMS (Enter Assume Info Or Any Other Special Financing Not Indicated Above)

(Does Not Print In Book)

LAUNDRY LOC (Enter U, M, L or B)

WSH/DRY HOOK-UP (In Unit) Y □ Yes N □ No

ROOFING MATERIAL (✓ Up to 2)

CO □ Composition Shingles (Asphalt, Fiberglass, Organic)  
RR □ Rolled Roofing BU □ Built-Up (Tar & Gravel)  
WS □ Wooden Shake SS □ Simulated Shake  
CS □ Cement Shake CA □ Cement Asbestos  
ME □ Metal CT □ Concrete Tile  
ST □ Spanish Tile SL □ Slate  
OT □ Other

BUILDER

MODEL

● ELEMENTARY ● JR HIGH/MIDDLE ● SR HIGH

COOP COMPENSATION (At least one \$ amount or % must be offered)

● BUYERS AGENCY

● TRANSBROKER

● EXCLUSIVE AGCY (✓ One) VARIABLE COMM (✓ One) V □ Yes N □ No

EA □ Exclusive Agency ER □ Exclusive Right

PROSPECT RESERVATION (✓ One) P □ Yes N □ No

● LIMITED SERVICE (✓ One) Y □ Yes N □ No

● ENTRY ONLY (✓ One) Y □ Yes N □ No

● AGENT ID ● LISTOR ● PH L (Area Code)

● OFFICE ID ● OFFICE NAME ● PH O (Area Code)

SHOWING PHONE# ● FAX# (Area Code)

● (contract) LIST DATE (DD-MMM-YYYY e.g.: 01-JAN-2003) ● EXP DATE (DD-MMM-YYYY e.g.: 01-JAN-2003) ● SIGNATURE

**REQUIRED ONLY IF FAXED OR MAILED TO METROLIST**

Listing Address \_\_\_\_\_ Listor \_\_\_\_\_  
Office \_\_\_\_\_ Off Phone \_\_\_\_\_ Office ID \_\_\_\_\_

- |   |   |   |   |  |
|---|---|---|---|--|
| <b>DESCRIPTION</b> (✓ Up to 34 - Only 15 in Book - 34 Online) | <b>GC</b> <input type="checkbox"/> Golf Community     | <b>NA</b> <input type="checkbox"/> No Animals           | <b>SD</b> <input type="checkbox"/> Satellite Antenna    | <b>VC</b> <input type="checkbox"/> View City           |
| <b>AC</b> <input type="checkbox"/> Air Condition-Central      | <b>GD</b> <input type="checkbox"/> Garage Door Opener | <b>NC</b> <input type="checkbox"/> Newer Carpet         | <b>SE</b> <input type="checkbox"/> Security Entrance    | <b>VL</b> <input type="checkbox"/> Vaulted Ceiling     |
| <b>AF</b> <input type="checkbox"/> Attic Fan                  | <b>GG</b> <input type="checkbox"/> Gas Grill          | <b>NH</b> <input type="checkbox"/> New Home             | <b>SF</b> <input type="checkbox"/> Smoke Free           | <b>VM</b> <input type="checkbox"/> View Mountains      |
| <b>AO</b> <input type="checkbox"/> Agent Owner                | <b>GL</b> <input type="checkbox"/> Gas Logs           | <b>NP</b> <input type="checkbox"/> New Paint            | <b>SH</b> <input type="checkbox"/> Solar/Hot Wtr Heater | <b>WA</b> <input type="checkbox"/> Washer              |
| <b>AT</b> <input type="checkbox"/> Antenna                    | <b>GR</b> <input type="checkbox"/> Great Room         | <b>OG</b> <input type="checkbox"/> On Golf Course       | <b>SK</b> <input type="checkbox"/> Skylights            | <b>WB</b> <input type="checkbox"/> Wet Bar             |
| <b>BA</b> <input type="checkbox"/> Burglar Alarm              | <b>HC</b> <input type="checkbox"/> Handicap Features  | <b>PA</b> <input type="checkbox"/> Parking Add'l Off St | <b>SL</b> <input type="checkbox"/> Solar/Active         | <b>WC</b> <input type="checkbox"/> Window Coverings    |
| <b>BG</b> <input type="checkbox"/> Backs to Greenbelt         | <b>HD</b> <input type="checkbox"/> HUD Owned          | <b>PC</b> <input type="checkbox"/> Pool Community       | <b>SN</b> <input type="checkbox"/> Sauna                | <b>WD</b> <input type="checkbox"/> Wood Floors         |
| <b>BL</b> <input type="checkbox"/> Balcony                    | <b>HT</b> <input type="checkbox"/> Hot Tub            | <b>PF</b> <input type="checkbox"/> Pet Free             | <b>SO</b> <input type="checkbox"/> Solar/Passive        | <b>WI</b> <input type="checkbox"/> Walk-in Closets     |
| <b>BO</b> <input type="checkbox"/> Backs to Open Space        | <b>IC</b> <input type="checkbox"/> Intercom           | <b>PG</b> <input type="checkbox"/> Playground Area      | <b>SP</b> <input type="checkbox"/> Sprinkler            | <b>WK</b> <input type="checkbox"/> Work Shop           |
| <b>BW</b> <input type="checkbox"/> Buyer's Warranty           | <b>JA</b> <input type="checkbox"/> Jet Action Tub     | <b>PR</b> <input type="checkbox"/> Pet Restrictions     | <b>SS</b> <input type="checkbox"/> Sun Room             | <b>WP</b> <input type="checkbox"/> Water Purifier      |
| <b>CA</b> <input type="checkbox"/> Cable Available            | <b>JJ</b> <input type="checkbox"/> Jack & Jill Bath   | <b>PS</b> <input type="checkbox"/> Pellet Stove         | <b>ST</b> <input type="checkbox"/> Stove                | <b>WR</b> <input type="checkbox"/> Water Softener      |
| <b>CF</b> <input type="checkbox"/> Ceiling Fan                | <b>LE</b> <input type="checkbox"/> Lender Owned       | <b>PT</b> <input type="checkbox"/> Patio                | <b>SU</b> <input type="checkbox"/> Sump Pump            | <b>WS</b> <input type="checkbox"/> Wood Stove          |
| <b>CH</b> <input type="checkbox"/> Carriage House             | <b>LO</b> <input type="checkbox"/> Loft               | <b>QP</b> <input type="checkbox"/> Quick Possession     | <b>SW</b> <input type="checkbox"/> Storm Windows        | <b>WW</b> <input type="checkbox"/> Wall to Wall Carpet |
| <b>CI</b> <input type="checkbox"/> Cable Installed            | <b>MA</b> <input type="checkbox"/> Maint/Assoc Fee    | <b>QT</b> <input type="checkbox"/> Quarry Tile          | <b>TC</b> <input type="checkbox"/> Tennis Court         | <b>YD</b> <input type="checkbox"/> Yard                |
| <b>CL</b> <input type="checkbox"/> Corner                     | <b>MB</b> <input type="checkbox"/> Master Bathroom    | <b>RF</b> <input type="checkbox"/> Refrigerator         | <b>TM</b> <input type="checkbox"/> Two Master Bdrm      |  |
| <b>CO</b> <input type="checkbox"/> Compactor                  | <b>ML</b> <input type="checkbox"/> Mother-In-Law Apt  | <b>RM</b> <input type="checkbox"/> Remodeled            | <b>TO</b> <input type="checkbox"/> Tenant Occupied      |  |
| <b>CP</b> <input type="checkbox"/> Covered Patio              | <b>MO</b> <input type="checkbox"/> Microwave Oven     | <b>RV</b> <input type="checkbox"/> RV Parking           | <b>TX</b> <input type="checkbox"/> 1031 Exchange        |  |
| <b>CR</b> <input type="checkbox"/> Corp Owned                 | <b>MR</b> <input type="checkbox"/> Media Room         | <b>SA</b> <input type="checkbox"/> Smoke Alarm          | <b>UD</b> <input type="checkbox"/> Updated              |  |
| <b>CU</b> <input type="checkbox"/> Cul-de-sac                 | <b>GA</b> <input type="checkbox"/> Garden Area        | <b>MS</b> <input type="checkbox"/> Master Suite         | <b>SC</b> <input type="checkbox"/> Self-Cleaning Oven   |  |

**PUBLIC REMARKS**

R1 \_\_\_\_\_  
R2 \_\_\_\_\_  
R3 \_\_\_\_\_  
R4 \_\_\_\_\_  
R5 \_\_\_\_\_  
R6 \_\_\_\_\_

(R1 Appears on the Computer, in the Book and on the EASY Brochures. R2-R6 Will appear in the Computer and on EASY Brochures-Will Not Print In The MLS Book.)

**BROKER REMARKS (PRIVATE)**

B1 \_\_\_\_\_  
B2 \_\_\_\_\_

**BROKER OPEN DATE** \_\_\_\_\_ **HOURS OPEN** \_\_\_\_\_

**CONTRACT INFORMATION** (Online only-Data obtained through Print Everything or enter "Contract Info" in Custom Print)

● **LEGAL1** \_\_\_\_\_  
**LEGAL2** \_\_\_\_\_

● **EXCLUSIONS1** \_\_\_\_\_  
**EXCLUSIONS2** \_\_\_\_\_

● **EARNESTCKTO** \_\_\_\_\_

**MIN EARNEST** (No Commas, No Cents) \$ \_\_\_\_\_ **POSSESSION** \_\_\_\_\_

**DIRECTIONS** to property (Online only-Data obtained through Print Everything or enter "Directions" in Custom Print)

● **D1** \_\_\_\_\_  
**D2** \_\_\_\_\_  
**D3** \_\_\_\_\_  
**D4** \_\_\_\_\_  
**D5** \_\_\_\_\_

● **PHOTOS** provided by (✓ One)  
B  Broker Submitted Photo  
M  Metrolist Will Take Photo

**PREVIOUS PHOTO** \_\_\_\_\_  
Enter the old listing number of the desired photo

<b>PHOTO PRODUCTS</b>	<b>BW GLOSSIES</b> _____ (3.5 x 5 Black & White Picture)	<b>LASER PRINT</b> _____ (Digitized Print)	<b>BROCHURE PRODUCTS</b>
<b>SCREENED PRINT</b> _____ (Half Tone Picture)	<b>COLOR GLOSSIES</b> (3.5 x 5) (✓ One) 1 <input type="checkbox"/> 2 <input type="checkbox"/> 4 <input type="checkbox"/> 10 <input type="checkbox"/> 20 <input type="checkbox"/> 40 <input type="checkbox"/> 100 <input type="checkbox"/> 200 <input type="checkbox"/>		<b>EASY BROCH DATE</b> _____ - _____ - _____ Enter today's date (DD-MMM-YYYY e.g.: 01-JAN-2003) Order in Increments of 100
			<b>QTY EASY BROCH</b> _____

**INTERNET ADS** N  No

**GHOST LISTING** \_\_\_\_\_ Enter Area(s) for Ghost Listing(s)

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