

## Checklist for GACAR Reciprocal Listing

\*\*\* Please make sure all of these items are completed and sent to Sarah Jane at [SFerris@gacar.com](mailto:SFerris@gacar.com) to ensure timely input of your listing \*\*\*

- Completed GACAR MLS input sheets, with **red** fields filled out
- MLS full display from your MLS, including private remarks
- Copy of listing agreement signed by your seller
- Up to 12 photos in the order you want them to appear
- Transmittal form signed by you **and** your board office.
- Credit card authorization for \$25 fee per listing

Please contact [SFerris@gacar.com](mailto:SFerris@gacar.com) for questions. P 352-332-8850 / F 352-331-7911

Listing agent name and contact info will only appear on the finished listing in private remarks.

The public can go to [gacar.com](http://gacar.com) under find a property to see their listings.

Reciprocal Listings **WILL NOT** be sent out with **IDX/ RETS**. This should be done through your local MLS. This is to avoid a listing being sent to the same site multiple times. Your listing will appear in Gainesville MLS.

**GAINESVILLE MLS RECIPROCAL LISTING TRANSMITTAL FORM**

**TO THE GAINESVILLE MLS**

DATE: \_\_\_\_\_

ADDRESS OF LISTING: \_\_\_\_\_

DESIGNATED REALTOR: \_\_\_\_\_

MEMBER OF THE \_\_\_\_\_ BOARD/ ASSOCIATION

FIRM NAME: \_\_\_\_\_

FIRM ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL \_\_\_\_\_

PLEASE ENCLOSE A LISTING FEE OF \$25.00 PAYABLE TO THE GAINESVILLE MULTIPLE LISTING INC. AND RETURN WITH THE APPROPRIATE FORMS, (INCLUDING A SIGNED & DATED CONTRACT) TO BE PROCESSED. YOU CAN E-MAIL YOUR PHOTOS (UP TO 12) IN JPG FORMAT TO: SFerris@gacar.com

**\*\*Please read & sign and fax or mail with forms\*:**

I understand that by providing above my email address(es), telephone number(s), and fax number(s), I consent to receive communications sent from the (local association of REALTORS®), the (state association of REALTORS®) and the National Association of REALTORS® via email, telephone or facsimile at those number(s)/ locations.

\_\_\_\_\_  
Signature of member / listing agent

**PLEASE NOTE: IF ALL REQUIRED FIELDS ON DATA SHEET (DENOTED BY\*) AND APPROPRIATE SIGNATURES ARE NOT FILLED, LISTING MATERIALS WILL BE RETURNED TO YOU.**

**Listing will be processed upon receipt of signed consent.**

\*\*\*\*\*

**ASSOCIATION STAFF TO VERIFY LIST AGENT/MEMBER GOOD STANDING BELOW**

VERIFIED BY \_\_\_\_\_ ASSOCIATION EXECUTIVE/ \_\_\_\_\_  
(Signature) (Other Staff)

PRINTED NAME: \_\_\_\_\_

GAINESVILLE MULTIPLE LISTING, INC.  
1750 NW 80<sup>TH</sup> BLVD  
GAINESVILLE, FL 32606  
OFFICE: (352) 332-8850  
FAX: (352) 331-7911

# **CREDIT CARD AUTHORIZATION FORM**

**GAINESVILLE-ALACHUA COUNTY ASSOCIATION OF REALTORS  
GAINESVILLE MLS  
(352) 332-8850  
FAX (352) 331-7911  
SFerris@gacar.com**

**I AUTHORIZE THE GAINESVILLE-ALACHUA COUNTY ASSOCIATION OF REALTORS / GAINESVILLE MLS TO CHARGE MY CREDIT CARD ACCOUNT IN THE AMOUNT OF \$\_\_\_\_\_ FOR RECIPROCAL LISTING FEE(S) \$25 PER LISTING**

**CREDIT CARD #** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **EXP** \_\_\_\_ / \_\_\_\_

**NAME ON CARD** \_\_\_\_\_ **CSV CODE** \_\_\_\_\_

**BILLING ADDRESS FOR CREDIT CARD ACCOUNT**

\_\_\_\_\_  
\_\_\_\_\_  
**ZIP** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**NOTES** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# Attached Condo Data Form

MLS # \_\_\_\_\_

## Listing Information

**Listing Agent ID:** \_\_\_\_\_ **Listing Office ID:** \_\_\_\_\_

**CoListing Agent ID:** \_\_\_\_\_

**Listing Type:**  Exclusive Right w/Except  Exclusive Agency  Exclusive Bldr Master List Ag  Exclusive Right of Sale

**MLS Only Entry:**  YES  NO

**Agency:**  Non-Representative  Single Agency  Transaction Broker

**Limited Service Y/N:**  YES  NO

**Short Sale Y/N:**  YES  NO **Offer Submitted to Lender:**  YES  NO

**Auction:**  YES  NO

**Bank Owned:**  YES  NO  Undisclosed

**List Date:** \_\_\_/\_\_\_/\_\_\_

**Expire Date:** \_\_\_/\_\_\_/\_\_\_

**Asking Price:** \$ \_\_\_\_\_

**Total Heated/Cooled SqFt:** \_\_\_\_\_ **Total SqFt Under Roof:** \_\_\_\_\_

**SqFt Source:**  SF From Owner  SF From Plans/Appraiser  SF From Tax Rolls

**Bedrooms:** \_\_\_\_\_ **Baths:** \_\_\_\_\_ **Half-Baths:** \_\_\_\_\_ **Split BR Plan:**  2 Way  3 Way  No

**Currently Leased Y/N:**  YES  NO **Lease End Date:** \_\_\_/\_\_\_/\_\_\_ **Rent Amount:** \$ \_\_\_\_\_

**Services Not Provided by LO:**  CT1 - Accept/Deliver Offers  CT2 - Advise Sellers  CT3 - Arrange Appointments

CT4 - Assess Seller w/Counters  CT5 - Negotiate on Sellers Behalf  CT6 - Present Offers  CT7 - Other

**Property on Internet Y/N:**  YES  NO

**Address on Internet Y/N:**  YES  NO

**Listhub YN:**  YES  NO

**Realtor.com Y/N:**  YES  NO

**Public Comments Blogging:**  YES  NO

**Automated Valuation:**  YES  NO

## Tax/Legal Information

**School – Elementary:** \_\_\_\_\_ **School – Middle:** \_\_\_\_\_

**School – High:** \_\_\_\_\_

**School Info Source:**  Owner  School Board  Tax Records

**Date School Info Verified:** \_\_\_/\_\_\_/\_\_\_

**Parcel Number:** \_\_\_\_\_

**Taxes – Annual:** \$ \_\_\_\_\_ **Tax Year:** \_\_\_\_\_ **Year Homestead Exemption Y/N:**  YES  NO

**Year Homestead Exemption:** \_\_\_\_\_ **Save Our Homes Y/N:**  YES  NO

**Seller(s) Name:** \_\_\_\_\_

**Legal Description:** [300 char] \_\_\_\_\_

## Location Information

**Street Prefix:**  County Road  Highway  State Road  US Highway

**Address:** \_\_\_\_\_ **Unit #:** \_\_\_\_\_

*Street #, Compass Point, Street Name, Suffix*

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_ **County:** \_\_\_\_\_

**Subdivision Name:** \_\_\_\_\_

**Tax Section:** \_\_\_\_\_ **Township:** \_\_\_\_\_ **Range:** \_\_\_\_\_ **Parcel Size [Acres]:** \_\_\_\_\_



# Attached Condo Data Form

MLS # \_\_\_\_\_

**Property Access/Road Info:**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> CL1 - Culvert Installed | <input type="checkbox"/> CL6 – Graded/Limerock    | <input type="checkbox"/> CL12 - Road Maint. Agreement |
| <input type="checkbox"/> CL2 - Curb and Gutter   | <input type="checkbox"/> CL7 – Limerock           | <input type="checkbox"/> CL13 - Sidewalk              |
| <input type="checkbox"/> CL3 - Deeded Easement   | <input type="checkbox"/> CL8 - Maintenance Agmt.  | <input type="checkbox"/> CL14 – Unpaved               |
| <input type="checkbox"/> CL4 – Drainage          | <input type="checkbox"/> CL9 – Paved              | <input type="checkbox"/> CL15 – Dirt/Grass            |
| <input type="checkbox"/> CL5 – Easement          | <input type="checkbox"/> CL10 - Private Road      | <input type="checkbox"/> CL16 - Other                 |
|  | <input type="checkbox"/> CL11 - Public Maintained |   |

**Directions:** [300 char] \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Property Details

**Association:** Mandatory Voluntary None    **Association Fee Amount:** \$\_\_\_\_\_

**Association Fee Paid:** Monthly Quarterly Yearly

**Association Name:** \_\_\_\_\_    **Association Phone:** \_\_\_\_\_

**Management Co Name:** \_\_\_\_\_    **Management Co Phone:** \_\_\_\_\_

**CDD Fee:** YES NO    **Sub-Type:** Flat Townhouse Builder Model-Physical Mo Builder Model-Plans Only

**Level:** Ground Floor Top Floor Other

**Condo Y/N:** Yes No    **Actual Year Built:** \_\_\_\_\_

**New Construction Y/N:** YES NO    **Builder's Written Warranty:** YES NO

**Builder Name:** \_\_\_\_\_    **Model Name:** \_\_\_\_\_

**Garage:** YES NO    **# of Garage Spaces:** 1 2 3 4+

**Parking:**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> CD8 - Covered              | <input type="checkbox"/> CD16 - Carport - 2          | <input type="checkbox"/> CD29 - Covered RV/Boat Space |
| <input type="checkbox"/> CD9 - Open Parking Lot     | <input type="checkbox"/> CD17 - Carport - 3+         | <input type="checkbox"/> CD30 - RV Hookup             |
| <input type="checkbox"/> CD10 - Attached            | <input type="checkbox"/> CD18 - Designated Space - 1 | <input type="checkbox"/> CD31 - Electric Car Hookup   |
| <input type="checkbox"/> CD11 - Detached            | <input type="checkbox"/> CD19 - Designated Space - 2 | <input type="checkbox"/> CD32 - Golf Cart Storage     |
| <input type="checkbox"/> CD13 - Side/Rear Car Entry | <input type="checkbox"/> CD20 - Designated Space 3+  | <input type="checkbox"/> CD33 - Semi Parking          |
| <input type="checkbox"/> CD15 - Carport - 1         | <input type="checkbox"/> CD26 - Boat Space           |   |

**Occupied?:** Owner Tenant Vacant    **Occupant(s) Name:** \_\_\_\_\_

**Occupant(s) 1st Contact #:** \_\_\_\_\_    **Occupant(s) 2nd Contact #:** \_\_\_\_\_

**Lockbox:** Combo Supra None    **Lockbox Location:** \_\_\_\_\_

**Showing Instructions:**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> CU1 - 24 Hour Notice          | <input type="checkbox"/> CU10 - Contact Tenant            | <input type="checkbox"/> CU20 - Security Alarm Engaged |
| <input type="checkbox"/> CU2 - Appointment Only        | <input type="checkbox"/> CU14 - Key in Listing Office     | <input type="checkbox"/> CU21 - See Private Remarks    |
| <input type="checkbox"/> CU4 - Call First/Keysafe      | <input type="checkbox"/> CU15 - Keysafe/No Call Necessary | <input type="checkbox"/> CU23 - Under Construction     |
| <input type="checkbox"/> CU7 - Call LO for Combination | <input type="checkbox"/> CU16 - LA Must Accompany         | <input type="checkbox"/> CU24 - Other                  |
| <input type="checkbox"/> CU8 - Contact Listing Agent   | <input type="checkbox"/> CU18 - No Sign on Property       |  |
| <input type="checkbox"/> CU9 - Contact Owner           | <input type="checkbox"/> CU19 - Pet on Premises           |  |

## Marketing

Virtual Tour Unbranded 1: [250 char] \_\_\_\_\_

External Link Unbranded 1: [250 char] \_\_\_\_\_



External Link Unbranded 2: [250 char] \_\_\_\_\_

Virtual Tour Branded 1: [250 char] \_\_\_\_\_

External Link Branded 1: [250 char] \_\_\_\_\_

External Link Branded 2: [250 char] \_\_\_\_\_

**Remarks**

**Public Remarks:** [1250 char] \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Private Remarks:** [750 char] \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Features**

**CY-Style**

- CY2 - 2 Story
- CY3 - 3+ Story
- CY5 - Colonial
- CY6 - Contemporary
- CY7 - Cottage
- CY8 - Courtyard
- CY10 - Craftsman
- CY11 - Designated Historic
- CY12 - Garden/Patio
- CY13 - Log
- CY14 - Mediterranean
- CY15 - Mid-Century Modern
- CY16 - Modern
- CY17 - Ranch
- CY18 - Spanish
- CY19 - Split-Level
- CY20 - Traditional
- CY21 - Vintage
- CY22 - Other

**AL-Construction Type**

- AL4 - Brick
- AL6 - CB/Brick Front

- AL7 - CB/Frame Front
- AL8 - Concrete Block
- AL10 - Deco. Brick/Stn Only
- AL13 - Foundation-Crawlsp/Piers
- AL14 - Foundation-Slab
- AL15 - Foundation-Stilt
- AL16 - Frame
- AL19 - ICF/Foam Block
- AL22 - Log
- AL24 - Metal/Steel
- AL36 - Other

**AV-Exterior Finish**

- AV1 - Aluminum
- AV2 - Asbestos
- AV3 - Board and Batten
- AV4 - Brick Veneer
- AV5 - Conventional Stucco
- AV6 - Deco Brick/Stone
- AV7 - Hardiboard/Concr Siding
- AV8 - Synthetic Stucco/EIFS
- AV9 - T-111
- AV10 - Vinyl Tile
- AV11 - Wood

- AV12 - Other

**CQ-Roof**

- CQ1 - Asbestos
- CQ5 - Flat
- CQ6 - Living Roof
- CQ7 - Metal
- CQ9 - Rolled
- CQ10 - Shingle
- CQ11 - Shingle - Asbestos
- CQ16 - Tile
- CQ19 - Wood Shake
- CQ20 - Other

**AW-Exterior Misc**

- AW2 - Balcony
- AW4 - Courtyard
- AW5 - Drip Irrigation System
- AW10 - Gutter/Downspouts
- AW13 - Irrigation w/ Sensors
- AW15 - Native Vegetation
- AW16 - Patio/Lanai/Porch-Covered
- AW17 - Patio/Lanai/Porch-Open
- AW18 - Patio/Lanai/Porch-Screen



- AW19 - Private Fenced Area
- AW24 - Summer Kitchen/Grill
- AW31 - Wood Deck
- AW33 - Other
- AW34 - None

**AH-Building Type**

- AH1 - 2 Units
- AH2 - 3-4 Units
- AH3 - 5+ Units
- AH4 - Canal Front
- AH5 - Creek Front
- AH6 - End Unit
- AH7 - Golf Course
- AH8 - Gulf Front
- AH9 - Lakefront
- AH10 - Pond
- AH11 - Riverfront
- AH12 - Water view

**BK-Interior Layout**

- BK1 - 2nd Kitchen
- BK2 - Bonus (Not Inc in Bd #)
- BK5 - Converted Garage
- BK6 - Den/Ofc (Not Inc in Bd #)
- BK8 - Family Room
- BK12 - Foyer
- BK13 - Great Room
- BK14 - In-Law Suite
- BK17 - Laundry Closet
- BK18 - Laundry in Garage
- BK19 - Laundry/Utility Room
- BK20 - Living Room
- BK23 - Loft
- BK24 - Master Downstairs
- BK25 - Master Upstairs
- BK26 - Media/Game Room
- BK27 - Mud Room
- BK29 - Other
- BK30 - Pantry
- BK31 - Storage Area
- BK33 - Other

**AD-Appliances/Equipment**

- AD1 - Alarm System
- AD2 - Compactor
- AD3 - Cooktop - Electric
- AD4 - Cooktop - Gas
- AD5 - Dishwasher
- AD6 - Disposal
- AD7 - Dryer
- AD8 - Freestanding Icemaker

- AD9 - Freezer
- AD10 - Generator
- AD11 - Microwave
- AD12 - Oven - Convection
- AD13 - Oven - Double
- AD14 - Oven - Electric
- AD15 - Oven - Gas
- AD16 - Oven - Steam
- AD17 - Oven - Wall
- AD18 - Oven - Warming
- AD19 - Oven/Stove
- AD20 - Radon Mitigation System
- AD21 - Refrigerator
- AD22 - Satellite Dish
- AD23 - Security/Prewired
- AD24 - TV Antenna
- AD25 - Washer
- AD26 - Washer- Front Load
- AD27 - Water Purifier
- AD28 - Water Softener
- AD29 - Wine/Beverage Fridge
- AD31 - None

**BJ-Interior Features**

- BJ1 - Attic Fan
- BJ2 - Auto Garage Door
- BJ3 - Blinds/Verticals
- BJ4 - Butler's Pantry
- BJ5 - Ceiling Fans
- BJ6 - Ceilings - High
- BJ7 - Ceilings - Vaulted
- BJ8 - Central Vacuum
- BJ9 - Chair Rail
- BJ10 - Crown Molding
- BJ11 - Drapes/Curtains/Valance
- BJ13 - Fireplace - Gas
- BJ14 - Fireplace - Ventless
- BJ15 - Fireplace - Wood Burning
- BJ16 - French Doors
- BJ20 - Laundry Tub
- BJ21 - Plantation Shutters
- BJ22 - Sauna
- BJ23 - Skylights
- BJ25 - Structured Wiring
- BJ26 - Tinted Windows
- BJ27 - Upgraded Ceiling Detail
- BJ28 - Wet Bar
- BJ29 - Whole House Fan
- BJ31 - Wine Cellar
- BJ32 - Wood Burning Stove

**Bathroom Features**

- AG1 - Bidet
- AG2 - Built-In Shower Bench
- AG3 - Claw Foot Tub
- AG4 - Exhaust Fan
- AG5 - Heated Floors
- AG6 - Jack & Jill Bath
- AG7 - Linen Closet in Bath
- AG8 - Makeup/Vanity Space
- AG9 - Multiple Shower Heads
- AG10 - Outhouse
- AG11 - Rain Shower Head
- AG12 - Sauna
- AG13 - Separate Tub- Garden
- AG14 - Separate Tub- Jetted
- AG15 - Single Vanity
- AG16 - Sink - Dual
- AG17 - Sink - Pedestal
- AG18 - Split Vanities
- AG19 - Steam Shower
- AG20 - Sunken Shower
- AG21 - Tall Countertops
- AG22 - Tub/Shower Combo
- AG23 - Urinal
- AG24 - Walk-In Shower
- AG25 - Walk-In Tub
- AG26 - Water Closet/Priv Toilet
- AG27 - Window/Skylight in Bath

**AA-Accessibility**

- AA1 - 36 in Doorway
- AA2 - 42 in Doorway
- AA3 - 48 in Doorway
- AA4 - Accessible Shower Stall
- AA5 - Elevator
- AA6 - Grab Bars-Shower/Bath
- AA7 - Handicap Access/Ramp
- AA8 - Level Drive
- AA9 - Level Flooring
- AA10 - Main Floor Bedroom
- AA11 - Main Floor Full Bath
- AA12 - Main Floor Laundry
- AA13 - Near Bus Line
- AA14 - No Stairs
- AA15 - Roll Up Cabinets
- AA16 - Wheelchair Access Control
- AA17 - Wheelchair Entry
- AA18 - Wheelchair Full Bath
- AA19 - Wheelchair Half Bath

**BC-Floors**

- BC2 - Brick
- BC4 - Carpet



BC7 - Concrete - Finished  
BC8 - Concrete - Unfinished  
BC12 - Luxury Vinyl Planking  
BC13 - Marble  
BC14 - No Carpeting  
BC15 - Parquet  
BC17 - Slate  
BC18 - Stone  
BC19 - Sustainable Floor - Other  
BC21 - Terrazzo  
BC22 - Tile  
BC23 - Vinyl  
BC27 - Wood - Hardwood  
BC28 - Wood - Laminate  
BC29 - Other  
BC30 - None

**BG-Hot Water Source**

BG1 - Electric  
BG2 - Gas  
BG3 - Heat Pump Heating System  
BG4 - Inline  
BG5 - Multiple Units  
BG6 - Solar  
BG7 - Tankless  
BG8 - Other  
BG9 - None

**BF-Heating and Cooling**

BF2 - Central Cool/Electric  
BF4 - Central H/C Electric  
BF6 - Central Heat /Natural Gas  
BF8 - Central Heat/LP Gas  
BF9 - Central Heat/Oil  
BF12 - Floor Furnace  
BF15 - Heat Pump  
BF16 - Heat Recovery System  
BF18 - Mini-Split System  
BF19 - Missing/Not Present  
BF20 - Multiple Units  
BF22 - No Cooling  
BF23 - No Heating  
BF25 - Programmable Thermostat  
BF26 - Radiant Heat  
BF28 - Space Heater(s)  
BF29 - Variable Speed HVAC Syst  
BF32 - Window Unit(s)  
BF33 - Wood Burning Stove  
BF34 - Zoned  
BF35 - Other  
BF36 - None

**Green Features**

BE1 - Dual Flush Toilets  
BE2 - Ductwork in Cond. Space  
BE3 - Energy Star Appliances  
BE4 - Energy Star Skylights  
BE5 - Energy Star Windows  
BE6 - Fiberglass Batt  
BE7 - FL-Friendly Yard Criteria  
BE8 - Fresh Air Vent System  
BE9 - High Efficiency Toilets  
BE10 - Icynene  
BE11 - Insulated Windows  
BE12 - Loc Sourced Bldg Material  
BE13 - Low Flow Faucets  
BE14 - Low Flow Showerheads  
BE15 - Low-E Windows  
BE16 - Native Vegetation Ldscap  
BE17 - Passive Solar Features  
BE18 - Radiant Barrier Roof Deck  
BE19 - Rainwater Harvesting Syst  
BE20 - Reclaim Water Irrigation  
BE21 - Recycled Bldg Materials  
BE22 - SEER Rating 13-15  
BE23 - SEER Rating 16+  
BE24 - Smart Electric Panel  
BE25 - Solar Outdoor Lighting  
BE26 - Solar Tube Skylights  
BE27 - Structural Insul Panel

**DK-Utilities Provider**

DK1 - Central FL Electric Co-op  
DK2 - City  
DK3 - Clay Electric  
DK4 - Duke/Progress Energy  
DK5 - Florida Power & Light  
DK6 - GRU  
DK7 - Suwannee Valley Co-op

**Utilities - Other**

DH1 - Cable TV Available  
DH2 - Comm/Neighborhood Well  
DH3 - Fuel Oil  
DH4 - Internet Available  
DH5 - LP/Bottle Gas  
DH6 - Metered Water - City  
DH7 - Metered Water - GRU  
DH8 - Metered Water -Kincaid Rd  
DH9 - Natural Gas  
DH10 - Septic  
DH11 - Septic - Aerobic  
DH12 - Septic - Raised  
DH13 - Sewer

DH14 - Shared Well  
DH16 - Well on Property

**DB-Terms**

DB7 - Agent Has Pers Interest  
DB8 - Assumable  
DB9 - Cash  
DB12 - Conventional  
DB13 - FHA  
DB15 - HUD/NAID# Required  
DB18 - May Exchange  
DB19 - May Lease Option  
DB20 - May Lease Purchase  
DB21 - May Owner Finance  
DB22 - May Pay Closing Costs  
DB23 - May Sell Furnished  
DB29 - Sold As Is  
DB30 - Title Ins Not Provided  
DB31 - Title Ins Provided  
DB32 - USDA  
DB33 - VA  
DB36 - Other

**AN-Docs Available**

AN1 - Aerial Photo(s)  
AN2 - Alarm Contract  
AN3 - Appraisal  
AN5 - Association Financials  
AN8 - Community/HOA Disclosure  
AN9 - Condo Q and A  
AN10 - Condo Rider  
AN13 - Declaration of Condo  
AN14 - Deed Restrictions  
AN17 - Elevation Certificate  
AN18 - Energy Certifications  
AN19 - Engineering Report  
AN20 - Flood Map(s)  
AN25 - Lead Paint Disclosure  
AN26 - Lease(s)  
AN31 - Plat Map  
AN32 - Prior Title Policy  
AN35 - Road Maint. Agreement  
AN36 - Rules and Regs  
AN37 - Sellers Disclosure  
AN42 - Survey  
AN43 - Termite Contract

**BX-Neighborhood Amenities**

BX3 - Clubhouse  
BX4 - Curb  
BX5 - Deeded Water Access  
BX6 - Dog Park





- BX8 - Fitness Center/Gym
- BX9 - Gated
- BX10 - Gated with Security Guard
- BX11 - Golf Course
- BX12 - Green Space
- BX13 - Horses Permitted
- BX14 - Mass Transit Service
- BX16 - Playground
- BX17 - Pool
- BX18 - Restrictive Covenants
- BX19 - Sidewalks
- BX20 - Street Lights
- BX21 - Tennis Court(s)
- BX22 - Town Center
- BX23 - Trails
- BX24 - Underground Utilities
- BX25 - Water Access
- BX27 - None

**Stated HOA Fees Cover**

- CX1 - All Neighborhd Amenities
- CX2 - Building Hazards Ins.
- CX3 - Common Area Maintenance
- CX5 - Exterior Maint - Other
- CX6 - Exterior Maint - Roof
- CX7 - Exterior Maint - Siding
- CX8 - Lawn Care
- CX10 - Pest Control
- CX11 - Private Road Maintenance
- CX12 - Waste Water
- CX13 - Water
- CX14 - Other

**AF-Association Information**

- AF1 - Age 55+
- AF2 - Condo Association
- AF3 - Condo Conversion
- AF4 - Pet Restrictions
- AF5 - PUD w/Owners Assn.

**CP-Road Ownership**

- CP1 - Association
- CP2 - City/County
- CP3 - Deeded Easement
- CP4 - Easement
- CP5 - Interstate/Expressway
- CP6 - Private
- CP7 - State
- CP8 - US Highway
- CP9 - Other

**AJ-Certifications**

- AJ1 - Builder Challenge HomeDOE
- AJ2 - Energy Star
- AJ3 - FGBC Bronze
- AJ4 - FGBC Gold
- AJ5 - FGBC Platinum
- AJ6 - FGBC Silver
- AJ7 - Florida Water Star
- AJ8 - LEED Gold
- AJ9 - LEED Platinum
- AJ10 - LEED Silver
- AJ11 - Net Zero-Zero Energy Home
- AJ12 - NGBC Bronze
- AJ13 - NGBC Emerald
- AJ14 - NGBC Gold
- AJ15 - NGBC Silver
- AJ16 - Other

**DM-Waterfront Types**

- DM1 - Canal
- DM2 - Canal Access
- DM3 - Canal Front
- DM4 - Creek
- DM5 - Creek Front
- DM6 - Gulf Access
- DM7 - Gulf Front
- DM8 - Gulf View
- DM9 - Lake Access
- DM10 - Lakefront
- DM11 - Ocean Access
- DM12 - Ocean View
- DM13 - Oceanfront
- DM14 - Pond
- DM15 - Pondfront
- DM16 - River Access
- DM17 - Riverfront
- DM18 - Waterview
- DM19 - Other
- DM20 - None

**BV-Management**

- BV1 - Full Time
- BV2 - Part-Time
- BV3 - Off-Site
- BV4 - On-Site
- BV5 - Other
- BV6 - None

**Compensation**

**Transaction Broker Commission Amount:** \_\_\_\_\_ **Transaction Broker Commission Type:** \$ %

**Buyer Broker Fee:** \_\_\_\_\_ **Buyer Broker Commission Type:** \$ %

**Non-Representative Commission:** \_\_\_\_\_ **Non-Representative Commission Type:** \$ %

**Variable Rate Commission:** YES NO



**Listing Information**

**Listing Agent ID:** \_\_\_\_\_ **Listing Office ID:** \_\_\_\_\_

**CoListing Agent ID:** \_\_\_\_\_

**Listing Type:**  Exclusive Right w/Except  Exclusive Agency  Exclusive Bldr Master List Ag  Exclusive Right of Sale

**MLS Only Entry:**  YES  NO

**Agency:**  Non-Representative  Single Agency  Transaction Broker **Limited Service Y/N:**  YES  NO

**Short Sale Y/N:**  YES  NO **Bank Owned:**  YES  NO  Undisclosed **Offer Submitted to Lender:**  YES  NO

**List Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Expire Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Asking Price:** \$ \_\_\_\_\_

**Total Heated/Cooled SqFt:** \_\_\_\_\_

**SqFt Source:**  SF From Owner  SF From Plans/Appraiser  SF From Tax Rolls

**Currently Leased Y/N:**  YES  NO **Lease End Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Rent Amount:** \$ \_\_\_\_\_

**Services Not Provided by LO:**  CT1 - Accept/Deliver Offers  CT2 - Advise Sellers  CT3 - Arrange Appointments  
 CT4 - Assess Seller w/Counters  CT5 - Negotiate on Sellers Behalf  CT6 - Present Offers  CT7 - Other

**Property on Internet Y/N:**  YES  NO **Address on Internet Y/N:**  YES  NO **Listhub YN:**  YES  NO

**Realtor.com Y/N:**  YES  NO **Public Comments Blogging:**  YES  NO

**Automated Valuation:**  YES  NO

**Tax/Legal Information**

**Tax Jurisdiction:** \_\_\_\_\_ **Zoning:** \_\_\_\_\_

**Seller(s) Name:** \_\_\_\_\_

**Land Use Designation:** \_\_\_\_\_

**Location Information**

**Street Prefix:**  County Road  Highway  State Road  US Highway

**Address:** \_\_\_\_\_  
*Street #, Compass Point, Street Name, Suffix*

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_ **County:** \_\_\_\_\_

**Directions:** [300 char] \_\_\_\_\_

**Property Details**

**Association:**  Mandatory  Voluntary  None **Association Fee Amount:** \$ \_\_\_\_\_

**Association Fee Paid:**  Monthly  Quarterly  Yearly **CDD Fee:**  YES  NO

**Sub-Type:**

- |  |   |  |   |   |
|--|---|--|---|---|
| <input type="checkbox"/> Automotive    | <input type="checkbox"/> Daycare        | <input type="checkbox"/> Liquor Store  | <input type="checkbox"/> Personal Service | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Beauty Parlor | <input type="checkbox"/> Food Service   | <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Repair Service   | <input type="checkbox"/> Wholesale      |
| <input type="checkbox"/> Construction  | <input type="checkbox"/> Health Service | <input type="checkbox"/> Other         | <input type="checkbox"/> Retail           |   |



**Project Name:** [50 char] \_\_\_\_\_ **Business Name:** [50 char] \_\_\_\_\_

**# Parking Spaces:** \_\_\_\_\_ **FFE:** \_\_\_\_\_

**Gross Annual Sales:** \$ \_\_\_\_\_ **Annual Rent:** \$ \_\_\_\_\_ **Annual Operating Expenses:** \$ \_\_\_\_\_

**Cost of Goods Sold Total:** \$ \_\_\_\_\_ **Annual Net Profit:** \$ \_\_\_\_\_ **Estimated Wholesale Inv Value:** \_\_\_\_\_

**Annual Payroll Expenses:** \$ \_\_\_\_\_ **Owner's Salary Incl:**  Yes  No

**Occupant(s) Name:** \_\_\_\_\_

**Occupant(s) 1st Contact #:** \_\_\_\_\_ **Occupant(s) 2nd Contact #:** \_\_\_\_\_

**Lockbox:**  Combo  Supra  None **Lockbox Location:** \_\_\_\_\_

**Employees:**  AQ1 - 1  AQ2 - 2 to 5  AQ3 - 6 to 10  AQ4 - 10+  AQ5 - Other  AQ6 - None

**Lease Terms:**  BO5 - Lease Escalations  BO6 - Month To Month  BO7 - Net-Net-Net  BO8 - Option to Renew  
 BO9 - Percentage Lease  BO10 - Re-negotiate  BO11 - Straight Lease  BO12 - Sub-Lease  
 BO13 - Transferable  BO14 - Other

**Licenses:**  BP1 - Beer/Wine  BP2 - Liquor  BP3 - Off Site  BP4 - On Site  BP5 - Other  BP6 - None

**Showing Instructions:**

CU2 - Appointment Only  CU14 - Key in Listing Office  CU21 - See Private Remarks  
 CU4 - Call First/Keysafe  CU15 - Keysafe/No Call Necessary  CU24 - Other  
 CU8 - Contact Listing Agent  CU19 - Pet on Premises  
 CU11 - Do Not Contact Tenant/Emp  CU20 - Security Alarm Engaged

**Marketing**

Virtual Tour Unbranded 1: [250 char] \_\_\_\_\_

External Link Unbranded 1: [250 char] \_\_\_\_\_

External Link Unbranded 2: [250 char] \_\_\_\_\_

Virtual Tour Branded 1: [250 char] \_\_\_\_\_

External Link Branded 1: [250 char] \_\_\_\_\_

External Link Branded 2: [250 char] \_\_\_\_\_

**Remarks**

**Public Remarks:** [1250 char] \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Private Remarks: [750 char] \_\_\_\_\_

**Features**

**AB-Age of Business**

- AB1 - Less than 1 Year
- AB2 - 1-2 Years
- AB3 - 3-5 Years
- AB4 - 5+ Years
- AB5 - Other

**AL-Construction Type**

- AL1 - Adv Framing Techniques
- AL2 - Aluminum/Vinyl
- AL3 - Asbestos
- AL5 - Brick/Brick Veneer
- AL6 - CB/Brick Front
- AL7 - CB/Frame Front
- AL8 - Concrete Block
- AL9 - Conventional Stucco
- AL11 - Decorative Brick/Stone
- AL16 - Frame
- AL17 - Hardiboard/Concr Siding
- AL19 - ICF/Foam Block
- AL20 - Insul Concrete Form Const
- AL21 - Locally Sourced Bld Mat
- AL24 - Metal/Steel
- AL25 - Mobile/Manufactured
- AL26 - New Const Infill Lot
- AL27 - North-South Orientation
- AL28 - Ocala Brick
- AL29 - Passive Solar Features
- AL30 - Recycled Building Mat
- AL31 - Split Face Block
- AL32 - Structural Insul Panels
- AL35 - Synthetic Stucco/EIFS
- AL36 - Other

**AX-Facilities**

- AX1 - Air Conditioning Unit
- AX2 - Display Window
- AX3 - Elevator
- AX4 - Fenced Yard
- AX5 - Fire Sprinkler
- AX6 - Janitor Service
- AX7 - Limited Wheelchair Access

- AX8 - Loading Dock
- AX9 - Outside Sign
- AX10 - Security System
- AX11 - Truck Docks
- AX12 - Wheelchair Access
- AX13 - Other
- AX14 - None

**BF-Heating and Cooling**

- BF2 - Central Cool/Electric
- BF4 - Central H/C Electric
- BF6 - Central Heat /Natural Gas
- BF8 - Central Heat/LP Gas
- BF9 - Central Heat/Oil
- BF10 - Energy Star
- BF11 - Fans
- BF13 - Geothermal
- BF14 - Heat in Warehouse
- BF15 - Heat Pump
- BF16 - Heat Recovery System
- BF21 - No Air conditioning
- BF23 - No Heating
- BF25 - Programmable Thermostat
- BF26 - Radiant Heat
- BF27 - Solar PV Elec Sys
- BF28 - Space Heater(s)
- BF29 - Variable Speed HVAC Syst
- BF31 - Water/Air H/C
- BF32 - Window Unit(s)
- BF34 - Zoned
- BF35 - Other

**BI-Info Available**

- BI1 - Balance Sheet Info
- BI2 - Inventory Lists
- BI3 - P/L Statements
- BI4 - Tax Return
- BI5 - Through Escrow
- BI6 - With Offer
- BI7 - Other

**BN-Lease Length**

- BN1 - Less than 1 Year
- BN2 - 1-3 Years
- BN3 - 4-6 Years
- BN4 - 7-10 Years
- BN5 - 11+ Years
- BN6 - Lessors Approval
- BN7 - Other

**BS-Location**

- BS1 - Commercial/Office Park
- BS2 - Corner
- BS3 - Free Standing
- BS4 - Industrial Park
- BS5 - Inside
- BS7 - Shopping Center
- BS8 - Other

**CB-Ownership**

- CB1 - Corporation
- CB2 - Limited Partnership
- CB3 - Partnership
- CB4 - Sole Proprietor
- CB5 - Other

**CJ-Power Available**

- CJ1 - 220 Volt
- CJ2 - 440 Volt
- CJ3 - 880 Volt
- CJ4 - Under 400 Amps
- CJ5 - 400 Plus Amps
- CJ6 - Two Phase
- CJ7 - Three Phase
- CJ8 - Other

**CO-Restrooms**

- CO1 - One
- CO2 - Two
- CO3 - Three or More
- CO4 - Handicap
- CO5 - Other

**CQ-Roof**

CQ2 - Built Up  
CQ3 - Ext Spray-On Foam Roof  
CQ4 - Fiberglass  
CQ6 - Living Roof  
CQ7 - Metal  
CQ8 - Radiant Barrier Roof Deck  
CQ9 - Rolled  
CQ12 - Shingle - Asphalt  
CQ14 - Shingle - Wood  
CQ15 - Slate  
CQ17 - Tile/Cement  
CQ18 - Tile/Terra Cotta  
CQ19 - Wood Shake  
CQ20 - Other

**CR-Sale Includes**

CR1 - Building  
CR3 - Fixture/Equipment  
CR4 - Franchise  
CR5 - Furniture  
CR6 - Good Will  
CR7 - Inventory  
CR8 - Land  
CR9 - Lease Improvements  
CR10 - Other

**CW-Source of Info**

CW1 - Accountant Provided  
CW5 - Estimated  
CW7 - Information Limited  
CW8 - Owner Provided  
CW9 - Projected  
CW10 - Tax Return  
CW12 - Other

**DL-Utilities Source**

DL1 - Cable TV Available  
DL2 - Clay Electric  
DL3 - Florida Power & Light  
DL4 - Fuel Oil  
DL5 - GRU  
DL6 - Irrigation Well  
DL7 - LP/Bottle Gas  
DL8 - Metered Water - City  
DL9 - Natural Gas  
DL10 - Progress Energy

DL11 - Rural Co-op  
DL12 - Septic  
DL13 - Sewer  
DL14 - Well Water  
DL15 - Other

**AO-Docs in MLS**

AO5 - Community Summary Discl  
AO8 - Deed Restrictions  
AO14 - Lead Based Paint  
AO18 - Plat Map  
AO19 - Property Disclosure  
AO25 - Other  
AO26 - None

**AJ-Certifications**

AJ2 - Energy Star  
AJ3 - FGBC Bronze  
AJ4 - FGBC Gold  
AJ5 - FGBC Platinum  
AJ6 - FGBC Silver  
AJ7 - Florida Water Star  
AJ8 - LEED Gold  
AJ9 - LEED Platinum  
AJ10 - LEED Silver  
AJ11 - Net Zero-Zero Energy Home  
AJ12 - NGBC Bronze  
AJ13 - NGBC Emerald  
AJ14 - NGBC Gold  
AJ15 - NGBC Silver  
AJ16 - Other

**AN-Docs Available**

AN8 - Community/HOA Disclosure  
AN14 - Deed Restrictions  
AN25 - Lead Paint Disclosure  
AN31 - Plat Map  
AN33 - Property Disclosure  
AN37 - Sellers Disclosure  
AN45 - Other  
AN46 - None

**AK-Construction Interior**

AK1 - Advanced Framing Tech  
AK2 - Attic Fan  
AK3 - Blown-in Cellulose  
AK4 - Blown-in Fiberglass

AK5 - Ceiling Fans  
AK6 - Ceilings - High  
AK7 - Ceilings - Vaulted  
AK8 - Central Vacuum  
AK9 - Crown Molding  
AK10 - Double Paned  
AK11 - Fireplace  
AK12 - Gray Water System  
AK13 - Other Spray foam Insul  
AK14 - Skylights  
AK15 - Tinted Windows  
AK16 - Walk-in Closet(s)  
AK17 - Whole House Fan  
AK18 - Other

**AA-Accessibility**

AA1 - 36 in Doorway  
AA2 - 42 in Doorway  
AA3 - 48 in Doorway  
AA4 - Accessible Shower Stall  
AA5 - Elevator  
AA6 - Grab Bars-Shower/Bath  
AA7 - Handicap Access/Ramp  
AA8 - Level Drive  
AA9 - Level Flooring  
AA10 - Main Floor Bedroom  
AA11 - Main Floor Full Bath  
AA12 - Main Floor Laundry  
AA13 - Near Bus Line  
AA14 - No Stairs  
AA15 - Roll Up Cabinets  
AA17 - Wheelchair Entry  
AA18 - Wheelchair Full Bath  
AA19 - Wheelchair Half Bath

**AP-Docs on File**

AP1 - Community Summary Dis.  
AP2 - Deed Restrictions  
AP3 - Lead Based Paint  
AP4 - Plat Map  
AP5 - Property Disclosure  
AP6 - Sellers Disclosure  
AP7 - Other  
AP8 - None



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**Compensation**

**Transaction Broker Commission Amount:** \_\_\_\_\_ **Transaction Broker Commission Type:** \$ %

**Buyer Broker Fee:** \_\_\_\_\_ **Buyer Broker Commission Type:** \$ %

**Non-Representative Commission:** \_\_\_\_\_ **Non-Representative Commission Type:** \$ %

**Variable Rate Commission:** YES NO



**Listing Information**

**Listing Agent ID:** \_\_\_\_\_ **Listing Office ID:** \_\_\_\_\_

**CoListing Agent ID:** \_\_\_\_\_

**Listing Type:**  Exclusive Right w/Except  Exclusive Agency  Exclusive Bldr Master List Ag  Exclusive Right of Sale

**MLS Only Entry:**  YES  NO

**Agency:**  Non-Representative  Single Agency  Transaction Broker **Limited Service Y/N:**  YES  NO

**Short Sale Y/N:**  YES  NO **Offer Submitted to Lender:**  YES  NO **Bank Owned:**  YES  NO  Undisclosed

**List Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Expire Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Asking Price:** \$ \_\_\_\_\_

**Total Heated/Cooled SqFt:** \_\_\_\_\_ **SqFt Source:**  SF From Owner  SF From Plans/Appraiser  SF From Tax Rolls

**Currently Leased Y/N:**  YES  NO **Lease End Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Rent Amount:** \$ \_\_\_\_\_

**Services Not Provided by LO:**  CT1 - Accept/Deliver Offers  CT2 - Advise Sellers  CT3 - Arrange Appointments  
 CT4 - Assess Seller w/Counters  CT5 - Negotiate on Sellers Behalf  CT6 - Present Offers  CT7 - Other

**Property on Internet Y/N:**  YES  NO **Address on Internet Y/N:**  YES  NO **Listhub YN:**  YES  NO

**Realtor.com Y/N:**  YES  NO **Public Comments Blogging:**  YES  NO

**Automated Valuation:**  YES  NO

**Tax/Legal Information**

**Property Owner(s) Name:** \_\_\_\_\_ **Property Owner(s) Phone:** \_\_\_\_\_

**Tax Jurisdiction:** \_\_\_\_\_ **Zoning:** \_\_\_\_\_ **Parcel Number:** \_\_\_\_\_

**Taxes – Annual:** \$ \_\_\_\_\_ **Tax Year:** \_\_\_\_\_

**Seller(s) Name:** \_\_\_\_\_

**Legal Description:** [300 char] \_\_\_\_\_

**Location Information**

**Street Prefix:**  County Road  Highway  State Road  US Highway

**Address:** \_\_\_\_\_ **Suite #:** \_\_\_\_\_

*Street #, Compass Point, Street Name, Suffix*

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_ **County:** \_\_\_\_\_

<b>Property Access/Road Info:</b>	<input type="checkbox"/> CL6 - Graded/Limerock	<input type="checkbox"/> CL12 - Road Maint. Agreement
<input type="checkbox"/> CL1 - Culvert Installed	<input type="checkbox"/> CL7 - Limerock	<input type="checkbox"/> CL13 - Sidewalk
<input type="checkbox"/> CL2 - Curb and Gutter	<input type="checkbox"/> CL8 - Maintenance Agmt.	<input type="checkbox"/> CL14 - Unpaved
<input type="checkbox"/> CL3 - Deeded Easement	<input type="checkbox"/> CL9 - Paved	<input type="checkbox"/> CL15 - Dirt/Grass
<input type="checkbox"/> CL4 - Drainage	<input type="checkbox"/> CL10 - Private Road	<input type="checkbox"/> CL16 - Other
<input type="checkbox"/> CL5 - Easement	<input type="checkbox"/> CL11 - Public Maintained	

**Directions:** [300 char] \_\_\_\_\_



**Property Details**

**Project Name:** \_\_\_\_\_ **Association:** Mandatory Voluntary None  
**Association Fee Amount:** \$ \_\_\_\_\_ **Association Fee Paid:** Monthly Quarterly Yearly  
**CDD Fee:** YES NO

**Sub-Type:**

Automotive Office Retail Warehouse  
Condo/Pud Office/Warehouse Shopping Center  
Comm/Residential Mix Other-See Remarks Showroom/Warehouse  
Industrial/Manufacturing Rest/Food/Drink Facility Trailer Park

**Condition:** Handyman Special New Construction Other Under Construction **Actual Year Built:** \_\_\_\_\_

**Business Name:** \_\_\_\_\_

**Minimum Divisible SqFt:** \_\_\_\_\_ **Maximum Contiguous SqFt:** \_\_\_\_\_

**Comp Plan Land Use Designation:** \_\_\_\_\_ **Number of Acres:** \_\_\_\_\_

**Occupied?:** Owner Tenant Vacant **Occupant(s) Name:** \_\_\_\_\_

**Occupant(s) 1st Contact #:** \_\_\_\_\_ **Occupant(s) 2nd Contact #:** \_\_\_\_\_

**Lockbox:** Combo Supra None **Lockbox Location:** \_\_\_\_\_

**Parking:** CD1 - 1-5 Spaces CD2 - 6-15 Spaces CD3 - 16-30 Spaces CD4 - 30+ Spaces  
CD5 - Assigned Parking CD6 - Common/Unassigned CD7 - Street/Public

**Showing Instructions:**

CU2 - Appointment Only CU14 - Key in Listing Office CU21 - See Private Remarks  
CU8 - Contact Listing Agent CU15 - Keysafe/No Call Necessary CU24 - Other  
CU11 - Do No Contact Tenant/Emp CU19 - Pet on Premises  
CU13 - Go to Site CU20 - Security Alarm Engaged

**Financial Info**

**Gross Sch Annual Income:** \_\_\_\_\_ **Net Operating Income:** \_\_\_\_\_ **Annual Operating Expense:** \_\_\_\_\_

**# of Tenants:** \_\_\_\_\_ **Cap Rate %:** \_\_\_\_\_

**Marketing**

Virtual Tour Unbranded 1: [250 char] \_\_\_\_\_

External Link Unbranded 1: [250 char] \_\_\_\_\_

External Link Unbranded 2: [250 char] \_\_\_\_\_

Virtual Tour Branded 1: [250 char] \_\_\_\_\_

External Link Branded 1: [250 char] \_\_\_\_\_

External Link Branded 2: [250 char] \_\_\_\_\_





**Remarks**

**Public Remarks:** [1250 char] \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Private Remarks:** [750 char] \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Features**

**AN-Docs Available**

- AN1 - Aerial Photo(s)
- AN3 - Appraisal
- AN4 - Association Documents
- AN7 - Brochure Available
- AN8 - Community/HOA Disclosure
- AN12 - Copy of Lease
- AN14 - Deed Restrictions
- AN15 - Detailed Presentation
- AN16 - Drawings
- AN23 - Inventory Lists
- AN24 - Investments/Analysis
- AN25 - Lead Paint Disclosure
- AN28 - Operating Statement
- AN30 - Photos
- AN31 - Plat Map
- AN33 - Property Disclosure
- AN38 - Site Plan
- AN42 - Survey
- AN44 - Topographical Map
- AN45 - Other
- AN46 - None

**AE-Assessments Due**

- AE1 - Sewer Cap Fee
- AE2 - Water Cap Fee
- AE3 - Water Meter
- AE4 - Other
- AE5 - None

**AT-Ceiling Height**

- AT1 - Under 10 Feet
- AT2 - 10-14 Feet
- AT3 - 14-18 Feet
- AT4 - 18-20 Feet
- AT5 - 20-25 Feet
- AT6 - 25-30 Feet
- AT7 - Over 30 Feet
- AT9 - Other

**AL-Construction Type**

- AL1 - Adv Framing Techniques
- AL2 - Aluminum/Vinyl
- AL3 - Asbestos
- AL5 - Brick/Brick Veneer
- AL6 - CB/Brick Front
- AL7 - CB/Frame Front
- AL8 - Concrete Block
- AL11 - Decorative Brick/Stone
- AL16 - Frame
- AL19 - ICF/Foam Block
- AL20 - Insul Concrete Form Const
- AL21 - Locally Sourced Bld Mat
- AL24 - Metal/Steel
- AL25 - Mobile/Manufactured
- AL26 - New Const Infill Lot
- AL27 - North-South Orientation
- AL28 - Ocala Brick
- AL29 - Passive Solar Features

- AL30 - Recycled Building Mat
- AL31 - Split Face Block
- AL32 - Structural Insul Panels
- AL36 - Other

**AS-Existing Financing**

- AS1 - 1st Mortgage
- AS2 - 2nd Mortgage
- AS3 - 3rd Mortgage
- AS4 - Assumable
- AS5 - No Mortgage
- AS6 - Other

**AT-Existing Lease Terms**

- AT1 - 1 Year
- AT2 - 2-5 Years
- AT3 - 5+ Years
- AT4 - Consider Lease
- AT5 - Currently Leased
- AT6 - Month to Month
- AT7 - Option to Renew
- AT8 - Other
- AT9 - None

**AY-Features**

- AY1 - 220 Volt Power
- AY2 - 440 Volt Power
- AY3 - Carpeting
- AY4 - Clear Span



AY5 - Columns  
AY6 - Conveyor Belt  
AY7 - Drive Through  
AY8 - Elevator  
AY9 - Exhaust Fans  
AY10 - Fencing  
AY11 - Fire Sprinkler System  
AY12 - Freight Elevator  
AY13 - Fuel Pump(s)  
AY16 - Landscape Irrigation  
AY17 - Lighted Parking  
AY20 - Overhead Crane  
AY21 - Oversized Water  
AY22 - Paneling  
AY23 - Private Restrooms  
AY24 - Public Restrooms  
AY26 - Security System  
AY27 - Smoke Alarms  
AY29 - Street Lights  
AY30 - Three Phase  
AY31 - Three Phase Available  
AY32 - Truck Dock(s)  
AY34 - Other

**DB-Terms**

DB6 - 2nd Mortgage Available  
DB8 - Assumable  
DB16 - Lease Option  
DB24 - Must Qualify/Rate Adjust.  
DB25 - New Finance Req.  
DB26 - Owner Will Finance  
DB34 - Will Exchange  
DB36 - Other

**BB-Flood Zone**

BB1 - Within A  
BB2 - Not Within A  
BB3 - To Be Verified  
BB4 - Unknown  
BB5 - Other

**BF-Heating and Cooling**

BF1 - AC in Warehouse  
BF2 - Central Cool/Electric  
BF4 - Central H/C Electric  
BF6 - Central Heat /Natural Gas  
BF8 - Central Heat/LP Gas  
BF9 - Central Heat/Oil  
BF10 - Energy Star  
BF11 - Fans  
BF13 - Geothermal  
BF14 - Heat in Warehouse

BF15 - Heat Pump  
BF16 - Heat Recovery System  
BF21 - No Air conditioning  
BF23 - No Heating  
BF24 - Office Only  
BF25 - Programmable Thermostat  
BF26 - Radiant Heat  
BF27 - Solar PV Elec Sys  
BF28 - Space Heater(s)  
BF29 - Variable Speed HVAC Syst  
BF31 - Water/Air H/C  
BF32 - Window Unit(s)  
BF34 - Zoned  
BF35 - Other

**BS-Location**

BS1 - Commercial/Office Park  
BS2 - Corner  
BS3 - Free Standing  
BS4 - Industrial Park  
BS5 - Inside  
BS7 - Shopping Center  
BS8 - Other

**CV-Signage**

CV1 - Directory  
CV2 - On Building  
CV3 - Street Signage  
CV4 - Other  
CV5 - None

**BY-Occupancy**

BY1 - 89 pct or Less  
BY2 - 90-94 pct Occupied  
BY3 - 95+ pct Occupied  
BY4 - Occupied Lease Back  
BY5 - Occupied/To Vacate  
BY6 - Vacant  
BY7 - Other

**AU-Expenses Include**

AU1 - Accounting/Legal  
AU2 - Advertising  
AU3 - Association Fees  
AU6 - Janitorial Service  
AU8 - License/Permits  
AU12 - Payroll  
AU13 - Property Insurance  
AU14 - Property Management  
AU15 - Refuse  
AU16 - Repairs/Maintenance  
AU18 - Supplies

AU20 - Taxes/Personal Property  
AU21 - Taxes/Real Estate  
AU22 - Utilities  
AU27 - Other

**CI-Possible Use**

CI1 - Industrial  
CI2 - Office  
CI3 - Owner/User  
CI4 - Possible Investment Prop  
CI5 - Residential/Multi  
CI6 - Rest/Food/Drink  
CI7 - Retail  
CI8 - Warehouse/Distribution  
CI9 - Wholesale  
CI10 - Other

**CK-Present Use**

CK7 - Industrial  
CK8 - Office  
CK13 - Residential/Multi  
CK14 - Residential/Single  
CK15 - Rest/Food/Drink  
CK16 - Retail  
CK18 - Warehouse/Distribution  
CK19 - Wholesale  
CK20 - Other

**CN-Railroad Service**

CN1 - No Rail Service  
CN2 - On Siding  
CN3 - Potential  
CN5 - Other

**CQ-Roof**

CQ2 - Built Up  
CQ3 - Ext Spray-On Foam Roof  
CQ4 - Fiberglass  
CQ6 - Living Roof  
CQ7 - Metal  
CQ9 - Rolled  
CQ11 - Shingle - Asbestos  
CQ12 - Shingle - Asphalt  
CQ15 - Slate  
CQ17 - Tile/Cement  
CQ18 - Tile/Terra Cotta  
CQ19 - Wood Shake  
CQ20 - Other

**CR-Sale Includes**

CR1 - Building  
CR2 - Business



CR8 - Land  
 CR10 – Other  
**CW-Source of Info**  
 CW1 - Accountant Provided  
 CW3 - Books Available  
 CW4 - Broker Projections  
 CW7 - Information Limited  
 CW8 - Owner Provided  
 CW10 - Tax Return  
 CW12 – Other

**DG-Utilities**  
 DG1 - Cable  
 DG2 - City Sewer  
 DG3 - City Water  
 DG4 - Electricity  
 DG6 - High Speed Internet  
 DG7 - Natural Gas  
 DG8 - Septic  
 DG11 - Well  
 DG12 – Other

**AO-Docs in MLS**  
 AO1 - Aerial Photo  
 AO2 - Appraisal  
 AO3 - Association Documents  
 AO4 - Brochure  
 AO5 - Community Summary Discl  
 AO7 - Copy of Lease  
 AO8 - Deed Restrictions  
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 AO10 - Drawings

AO12 - Inventory Lists  
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 AO18 - Plat Map  
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 AO21 - Site Plan  
 AO23 - Survey  
 AO24 - Topographical Map  
 AO25 - Other  
 AO26 - None

**AJ-Certifications**  
 AJ2 - Energy Star  
 AJ3 - FGBC Bronze  
 AJ4 - FGBC Gold  
 AJ5 - FGBC Platinum  
 AJ6 - FGBC Silver  
 AJ7 - Florida Water Star  
 AJ8 - LEED Gold  
 AJ9 - LEED Platinum  
 AJ10 - LEED Silver  
 AJ11 - Net Zero-Zero Energy Home  
 AJ12 - NGBC Bronze  
 AJ13 - NGBC Emerald  
 AJ14 - NGBC Gold  
 AJ15 - NGBC Silver  
 AJ16 – Other

**AK-Construction Interior**  
 AK1 - Advanced Framing Tech  
 AK3 - Blown-in Cellulose  
 AK4 - Blown-in Fiberglass  
 AK10 - Double Paned  
 AK12 - Gray Water System  
 AK13 - Other Spray foam Insul  
 AK17 - Whole House Fan  
 AK18 - Other

**AA-Accessibility**  
 AA1 - 36 in Doorway  
 AA2 - 42 in Doorway  
 AA3 - 48 in Doorway  
 AA4 - Accessible Shower Stall  
 AA5 - Elevator  
 AA6 - Grab Bars-Shower/Bath  
 AA7 - Handicap Access/Ramp  
 AA8 - Level Drive  
 AA9 - Level Flooring  
 AA10 - Main Floor Bedroom  
 AA11 - Main Floor Full Bath  
 AA12 - Main Floor Laundry  
 AA13 - Near Bus Line  
 AA14 - No Stairs  
 AA15 - Roll Up Cabinets  
 AA17 - Wheelchair Entry  
 AA18 - Wheelchair Full Bath  
 AA19 - Wheelchair Half Bath

**Compensation**

**Transaction Broker Commission Amount:** \_\_\_\_\_ **Transaction Broker Commission Type:** \$ %  
**Buyer Broker Fee:** \_\_\_\_\_ **Buyer Broker Commission Type:** \$ %  
**Non-Representative Commission:** \_\_\_\_\_ **Non-Representative Commission Type:** \$ %  
**Variable Rate Commission:** YES NO



**Listing Information**

**Listing Agent ID:** \_\_\_\_\_ **Listing Office ID:** \_\_\_\_\_

**CoListing Agent ID:** \_\_\_\_\_

**Listing Type:**  Exclusive Right w/Except  Exclusive Agency  Exclusive Bldr Master List Ag  Exclusive Right of Sale

**MLS Only Entry:**  YES  NO

**Agency:**  Non-Representative  Single Agency  Transaction Broker **Limited Service Y/N:**  YES  NO

**Short Sale Y/N:**  YES  NO **Bank Owned:**  YES  NO  Undisclosed

**List Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Expire Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Rent per Month:** \$ \_\_\_\_\_

**Total Heated/Cooled SqFt:** \_\_\_\_\_ **SqFt Source:**  SF From Owner  SF From Plans/Appraiser  SF From Tax Rolls

**Lease Y/N:**  YES  NO

**Services Not Provided by LO:**  CT1 - Accept/Deliver Offers  CT2 - Advise Sellers  CT3 - Arrange Appointments

CT4 - Assess Seller w/Counters  CT5 - Negotiate on Sellers Behalf  CT6 - Present Offers  CT7 - Other

**Property on Internet Y/N:**  YES  NO **Address on Internet Y/N:**  YES  NO **Listhub YN:**  YES  NO

**Realtor.com Y/N:**  YES  NO **Public Comments Blogging:**  YES  NO

**Automated Valuation:**  YES  NO

**Tax/Legal Information**

**Tax Jurisdiction:** \_\_\_\_\_ **Zoning:** \_\_\_\_\_ **Parcel Number:** \_\_\_\_\_

**Lessor(s) Name:** \_\_\_\_\_

**Location Information**

**Street Prefix:**  County Road  Highway  State Road  US Highway

**Address:** \_\_\_\_\_ **Suite #:** \_\_\_\_\_  
*Street #, Compass Point, Street Name, Suffix*

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_ **County:** \_\_\_\_\_

**Parcel Size [Acres]:** \_\_\_\_\_ **Approx Lot Dimensions:** \_\_\_\_\_

**Property Access/Road Info:**

CL1 - Culvert Installed

CL2 - Curb and Gutter

CL3 - Deeded Easement

CL4 - Drainage

CL5 - Easement

CL6 - Graded/Limerock

CL7 - Limerock

CL8 - Maintenance Agmt.

CL9 - Paved

CL10 - Private Road

CL11 - Public Maintained

CL12 - Road Maint. Agreement

CL13 - Sidewalk

CL14 - Unpaved

CL15 - Dirt/Grass

CL16 - Other

**Directions:** [300 char] \_\_\_\_\_



**Property Details**

**Sub-Type:**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Automotive               | <input type="checkbox"/> Office/Warehouse         | <input type="checkbox"/> Showroom/Warehouse |
| <input type="checkbox"/> Condo/Pud                | <input type="checkbox"/> Other-See Remarks        | <input type="checkbox"/> Trailer Park       |
| <input type="checkbox"/> Comm/Residential Mix     | <input type="checkbox"/> Rest/Food/Drink Facility | <input type="checkbox"/> Warehouse          |
| <input type="checkbox"/> Industrial/Manufacturing | <input type="checkbox"/> Retail                   |   |
| <input type="checkbox"/> Office                   | <input type="checkbox"/> Shopping Center          |   |

**CDD Fee:**  YES  NO      **Minimum Divisible SqFt:** \_\_\_\_\_      **Maximum Contiguous SqFt:** \_\_\_\_\_

**Development:** \_\_\_\_\_      **Free Standing:**  Yes  No      **Actual Year Built:** \_\_\_\_\_

**Security Deposit Amount:** \$ \_\_\_\_\_      **Overhead Doors:** \_\_\_\_\_      **Condo:**  Yes  No      **# Floors:** \_\_\_\_\_

**Elevator:**  Yes  No      **Management On Site:**  Yes  No      **# of Tenants:** \_\_\_\_\_      **Additional Rent:**  Yes  No

**Lease Type:**  Full Service     Gross     Modified Gross     N     NN     NNN      **Pass Thru Exp/SF Annual:** \$ \_\_\_\_\_

**Pass Thru Expenses Incl:**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> CF1 - Common Area Maintenance | <input type="checkbox"/> CF6 - Janitorial          | <input type="checkbox"/> CF11 - Prorated Property Taxes |
| <input type="checkbox"/> CF2 - Electric                | <input type="checkbox"/> CF7 - Liability Insurance | <input type="checkbox"/> CF12 - Sewer                   |
| <input type="checkbox"/> CF3 - Garbage/Refuse          | <input type="checkbox"/> CF8 - Maintenance         | <input type="checkbox"/> CF13 - Water                   |
| <input type="checkbox"/> CF4 - Gas                     | <input type="checkbox"/> CF9 - Pest Control        | <input type="checkbox"/> CF14 - Other                   |
| <input type="checkbox"/> CF5 - Hazard Insurance        | <input type="checkbox"/> CF10 - Plate Glass        | <input type="checkbox"/> CF15 - None                    |

**Eaves Height:** \_\_\_\_\_

**Occupied?:**  Owner     Tenant     Vacant      **Occupant(s) Name:** \_\_\_\_\_

**Occupant(s) 1st Contact #:** \_\_\_\_\_      **Occupant(s) 2nd Contact #:** \_\_\_\_\_

**Lockbox:**  Combo     Supra     None      **Lockbox Location:** \_\_\_\_\_      **Lease Price:** \$ \_\_\_\_\_

**Lease Terms:**  BO1 - 1 Year       BO2 - 2-5 Years       BO3 - 5+ Years       BO4 - Currently Leased  
 BO6 - Month To Month     BO8 - Option to Renew     BO14 - Other

**Parking:**  CD1 - 1-5 Spaces       CD2 - 6-15 Spaces       CD3 - 16-30 Spaces       CD4 - 30+ Spaces  
 CD5 - Assigned Parking     CD6 - Common/Unassigned     CD7 - Street/Public

**Showing Instructions:**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> CU2 - Appointment Only           | <input type="checkbox"/> CU13 - Go to Site                | <input type="checkbox"/> CU21 - See Private Remarks |
| <input type="checkbox"/> CU8 - Contact Listing Agent      | <input type="checkbox"/> CU14 - Key in Listing Office     | <input type="checkbox"/> CU23 - Under Construction  |
| <input type="checkbox"/> CU9 - Contact Owner              | <input type="checkbox"/> CU15 - Keysafe/No Call Necessary | <input type="checkbox"/> CU24 - Other               |
| <input type="checkbox"/> CU10 - Contact Tenant            | <input type="checkbox"/> CU16 - LA Must Accompany         |   |
| <input type="checkbox"/> CU11 - Do Not Contact Tenant/Emp | <input type="checkbox"/> CU20 - Security Alarm Engaged    |   |

**Marketing**

Virtual Tour Unbranded 1: [250 char] \_\_\_\_\_

External Link Unbranded 1: [250 char] \_\_\_\_\_

External Link Unbranded 2: [250 char] \_\_\_\_\_

Virtual Tour Branded 1: [250 char] \_\_\_\_\_

External Link Branded 1: [250 char] \_\_\_\_\_

External Link Branded 2: [250 char] \_\_\_\_\_



**Remarks**

Public Remarks: [1250 char] \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Private Remarks: [750 char] \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Features**

**AN-Docs Available**

- AN1 - Aerial Photo(s)
- AN3 - Appraisal
- AN4 - Association Documents
- AN6 - Brochure
- AN8 - Community/HOA Disclosure
- AN11 - Confidentiality
- AN12 - Copy of Lease
- AN14 - Deed Restrictions
- AN15 - Detailed Presentation
- AN16 - Drawings
- AN19 - Property Disclosure
- AN21 - Floor Plan
- AN23 - Inventory Lists
- AN24 - Investments/Analysis
- AN25 - Lead Paint Disclosure
- AN27 - Miscellaneous
- AN28 - Operating Statement
- AN30 - Photos
- AN31 - Plat Map
- AN34 - Proposed Lease
- AN38 - Site Plan
- AN41 - Spec Sheet
- AN42 - Survey
- AN44 - Topographical Map
- AN45 - Other
- AN46 - None

**AT-Ceiling Height**

- AI1 - Under 10 Feet
- AI2 - 10-14 Feet

- AI3 - 14-18 Feet
- AI4 - 18-20 Feet
- AI5 - 20-25 Feet
- AI6 - 25-30 Feet
- AI7 - Over 30 Feet
- AI8 - Varies
- AI9 - Other

**AL-Construction Type**

- AL1 - Adv Framing Techniques
- AL2 - Aluminum/Vinyl
- AL3 - Asbestos
- AL5 - Brick/Brick Veneer
- AL6 - CB/Brick Front
- AL7 - CB/Frame Front
- AL8 - Concrete Block
- AL9 - Conventional Stucco
- AL10 - Deco. Brick/Stn Only
- AL11 - Decorative Brick/Stone
- AL16 - Frame
- AL17 - Hardiboard/Concr Siding
- AL19 - ICF/Foam Block
- AL20 - Insul Concrete Form Const
- AL21 - Locally Sourced Bld Mat
- AL24 - Metal/Steel
- AL25 - Mobile/Manufactured
- AL26 - New Const Infill Lot
- AL27 - North-South Orientation
- AL28 - Ocala Brick
- AL29 - Passive Solar Features
- AL30 - Recycled Building Mat

- AL31 - Split Face Block
- AL32 - Structural Insul Panels
- AL35 - Synthetic Stucco/EIFS
- AL36 - Other

**AY-Features**

- AY4 - Clear Span
- AY5 - Columns
- AY8 - Elevator
- AY9 - Exhaust Fans
- AY10 - Fencing
- AY11 - Fire Sprinkler System
- AY12 - Freight Elevator
- AY14 - Handicap Accessible
- AY15 - Irrigation System
- AY16 - Landscape Irrigation
- AY19 - Outside Storage
- AY20 - Overhead Crane
- AY21 - Oversized Water
- AY23 - Private Restrooms
- AY24 - Public Restrooms
- AY25 - Security Lighting
- AY26 - Security System
- AY27 - Smoke Alarms
- AY28 - Stairs Only
- AY31 - Three Phase Available
- AY33 - Truck Door(s)
- AY34 - Other
- AY35 - None

**BC-Floors**

BC1 - Asphalt Tile  
BC3 - Brick/Stone  
BC5 - Ceramic Tile  
BC6 - Concrete  
BC9 - Green Label Carpeting  
BC10 - Hardwood  
BC11 - Linoleum  
BC14 - No Carpeting  
BC15 - Parquet  
BC16 - Quarry Tile  
BC17 - Slate  
BC19 - Sustainable Floor - Other  
BC20 - Sustainable Floor - Wood  
BC21 - Terrazzo  
BC24 - Vinyl Tile  
BC25 - W/W Carpet  
BC26 - Wood  
BC29 - Other

**BF-Heating and Cooling**

BF1 - AC in Warehouse  
BF3 - Central H/C  
BF5 - Central Heat  
BF11 - Fans  
BF13 - Geothermal  
BF14 - Heat in Warehouse  
BF16 - Heat Recovery System  
BF17 - Individual H/C  
BF21 - No Air conditioning  
BF24 - Office Only  
BF25 - Programmable Thermostat  
BF27 - Solar PV Elec Sys  
BF29 - Variable Speed HVAC Syst  
BF30 - Wall Units  
BF35 - Other

**BR-Loading Docks**

BR1 - Dock High  
BR2 - Grade  
BR3 - Truck Well  
BR4 - Other

**BS-Location**

BS1 - Commercial/Office Park  
BS2 - Corner  
BS3 - Free Standing  
BS4 - Industrial Park  
BS5 - Inside  
BS6 - Row/Strip Type Unit  
BS7 - Shopping Center  
BS8 - Other

**CV-Signage**

CV1 - Directory  
CV2 - On Building  
CV3 - Street Signage  
CV4 - Other  
CV5 - None

**CJ-Power Available**

CJ1 - 220 Volt  
CJ2 - 440 Volt  
CJ3 - 880 Volt  
CJ4 - Under 400 Amps  
CJ5 - 400 Plus Amps  
CJ6 - Two Phase  
CJ7 - Three Phase  
CJ8 - Other

**CN-Railroad Service**

CN1 - No Rail Service  
CN2 - On Siding  
CN3 - Potential  
CN5 - Other

**CQ-Roof**

CQ2 - Built Up  
CQ3 - Ext Spray-On Foam Roof  
CQ4 - Fiberglass  
CQ6 - Living Roof  
CQ7 - Metal  
CQ8 - Radiant Barrier Roof Deck  
CQ9 - Rolled  
CQ11 - Shingle - Asbestos  
CQ12 - Shingle - Asphalt  
CQ14 - Shingle - Wood  
CQ15 - Slate  
CQ17 - Tile/Cement  
CQ18 - Tile/Terra Cotta  
CQ19 - Wood Shake  
CQ20 - Other

**DG-Utilities**

DG2 - City Sewer  
DG3 - City Water  
DG4 - Electricity  
DG5 - Fire Hydrants (w/I 1999)  
DG6 - High Speed Internet  
DG7 - Natural Gas  
DG8 - Septic  
DG9 - Street Lights  
DG10 - TV Cable  
DG11 - Well  
DG12 - Other  
DG13 - None

**AO-Docs in MLS**

AO1 - Aerial Photo  
AO2 - Appraisal  
AO3 - Association Documents  
AO4 - Brochure  
AO5 - Community Summary Disc  
AO6 - Confidentiality  
AO7 - Copy of Lease  
AO8 - Deed Restrictions  
AO9 - Detailed Presentation  
AO10 - Drawings  
AO11 - Floor Plan  
AO12 - Inventory Lists  
AO13 - Investments/Analysis  
AO14 - Lead Based Paint  
AO15 - Misc  
AO16 - Operating Statement  
AO17 - Photos  
AO18 - Plat Map  
AO20 - Proposed Lease  
AO21 - Site Plan  
AO22 - Spec Sheet  
AO23 - Survey  
AO24 - Topographical Map  
AO25 - Other  
AO26 - None

**CI-Possible Use**

CI1 - Industrial  
CI2 - Office  
CI5 - Residential/Multi  
CI6 - Rest/Food/Drink  
CI7 - Retail  
CI8 - Warehouse/Distribution  
CI9 - Wholesale  
CI10 - Other



**CK-Present Use**

- CK7 - Industrial
- CK8 - Office
- CK13 - Residential/Multi
- CK14 - Residential/Single
- CK15 - Rest/Food/Drink
- CK16 - Retail
- CK18 - Warehouse/Distribution
- CK19 - Wholesale
- CK20 - Other

**BQ-LL Requires**

- BQ1 - 1st Months Rent
- BQ2 - Last Month Rent
- BQ3 - Deposit
- BQ4 - Other

**AK-Construction Interior**

- AK1 - Advanced Framing Tech
- AK2 - Attic Fan
- AK3 - Blown-in Cellulose
- AK4 - Blown-in Fiberglass
- AK5 - Ceiling Fans
- AK6 - Ceilings - High
- AK7 - Ceilings - Vaulted

- AK8 - Central Vacuum
- AK9 - Crown Molding
- AK10 - Double Paned
- AK12 - Gray Water System
- AK13 - Other Spray foam Insul
- AK14 - Skylights
- AK15 - Tinted Windows
- AK17 - Whole House Fan
- AK18 - Other
- AK19 - None

**AA-Accessibility**

- AA1 - 36 in Doorway
- AA2 - 42 in Doorway
- AA3 - 48 in Doorway
- AA4 - Accessible Shower Stall
- AA5 - Elevator
- AA6 - Grab Bars-Shower/Bath
- AA7 - Handicap Access/Ramp
- AA8 - Level Drive
- AA9 - Level Flooring
- AA10 - Main Floor Bedroom
- AA11 - Main Floor Full Bath
- AA12 - Main Floor Laundry
- AA13 - Near Bus Line

- AA14 - No Stairs
- AA15 - Roll Up Cabinets
- AA17 - Wheelchair Entry
- AA18 - Wheelchair Full Bath
- AA19 - Wheelchair Half Bath

**BW-Miscellaneous**

- BW1 - Clear Span
- BW2 - Columns
- BW3 - Elevator
- BW4 - Fencing
- BW5 - Fire Sprinkler System
- BW6 - Freight Elevator
- BW7 - Overhead Crane
- BW8 - Oversize Water
- BW9 - Security System
- BW10 - Smoke Alarms
- BW11 - Other
- BW12 - None

**Compensation**

**Transaction Broker Commission Amount:** \_\_\_\_\_ **Transaction Broker Commission Type:** \$ %  
**Buyer Broker Fee:** \_\_\_\_\_ **Buyer Broker Commission Type:** \$ %  
**Non-Representative Commission:** \_\_\_\_\_ **Non-Representative Commission Type:** \$ %  
**Variable Rate Commission:** YES NO





**Listing Information**

**Listing Agent ID:** \_\_\_\_\_ **Listing Office ID:** \_\_\_\_\_

**CoListing Agent ID:** \_\_\_\_\_

**Listing Type:**  Exclusive Right w/Except  Exclusive Agency  Exclusive Bldr Master List Ag  Exclusive Right of Sale

**MLS Only Entry:**  YES  NO

**Agency:**  Non-Representative  Single Agency  Transaction Broker

**Limited Service Y/N:**  YES  NO

**Short Sale Y/N:**  YES  NO **Offer Submitted to Lender:**  YES  NO

**Auction:**  YES  NO

**Bank Owned:**  YES  NO  Undisclosed

**List Date:** \_\_\_/\_\_\_/\_\_\_ **Expire Date:** \_\_\_/\_\_\_/\_\_\_ **Asking Price:** \$ \_\_\_\_\_

**Total Heated/Cooled SqFt:** \_\_\_\_\_ **SqFt Source:**  SF From Owner  SF From Plans/Appraiser  SF From Tax Rolls

**Currently Leased Y/N:**  YES  NO **Lease End Date:** \_\_\_/\_\_\_/\_\_\_ **Rent Amount:** \$ \_\_\_\_\_

**Services Not Provided by LO:**  CT1 - Accept/Deliver Offers  CT2 - Advise Sellers  CT3 - Arrange Appointments  
 CT4 - Assess Seller w/Counters  CT5 - Negotiate on Sellers Behalf  CT6 - Present Offers  CT7 - Other

**Property on Internet Y/N:**  YES  NO

**Address on Internet Y/N:**  YES  NO

**Listhub YN:**  YES  NO

**Realtor.com Y/N:**  YES  NO

**Public Comments Blogging:**  YES  NO

**Automated Valuation:**  YES  NO

**Tax/Legal Information**

**School – Elementary:** \_\_\_\_\_ **School – Middle:** \_\_\_\_\_

**School – High:** \_\_\_\_\_

**School Info Source:**  Owner  Realist  School Board **Date School Info Verified:** \_\_\_/\_\_\_/\_\_\_

**Parcel Number:** \_\_\_\_\_

**Taxes – Annual:** \$ \_\_\_\_\_ **Tax Year:** \_\_\_\_\_

**Seller(s) Name:** \_\_\_\_\_

**Legal Description:** [300 char] \_\_\_\_\_

**Location Information**

**Street Prefix:**  County Road  Highway  State Road  US Highway

**Address:** \_\_\_\_\_  
*Street #, Compass Point, Street Name, Suffix*

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_ **County:** \_\_\_\_\_

**Subdivision Name:** \_\_\_\_\_

**Tax Section:** \_\_\_\_\_ **Township:** \_\_\_\_\_ **Range:** \_\_\_\_\_

**Lot Info:**

BT2 - Close to Bus Line

BT6 - Dead-end Street

BT10 - Front Orientation - South

BT3 - Corner Lot

BT7 - Flag-shaped

BT11 - Front Orientation - West

BT5 - Cul-de-sac

BT8 - Front Orientation - East

BT12 - Golf Course

BT9 - Front Orientation - North

BT14 - Golf Course View



- BT15 - Highway Frontage
- BT16 - Historic District
- BT17 - In City Limits
- BT18 - In County
- BT20 - Irregular

- BT21 - Lake/River Access
- BT22 - Lake/River View
- BT23 - Mostly Cleared/Grass
- BT25 - Near Mass Transit
- BT26 - One-way Street

- BT28 - Pie-shaped
- BT29 - Private Dock
- BT33 - Subject to Easement
- BT35 - Wooded Lot
- BT38 - Other

**Property Access/Road Info:**

- CL1 - Culvert Installed
- CL2 - Curb and Gutter
- CL3 - Deeded Easement
- CL4 - Drainage
- CL5 - Easement

- CL6 - Graded/Limerock
- CL7 - Limerock
- CL8 - Maintenance Agmt.
- CL9 - Paved
- CL10 - Private Road
- CL11 - Public Maintained

- CL12 - Road Maint. Agreement
- CL13 - Sidewalk
- CL14 - Unpaved
- CL15 - Dirt/Grass
- CL16 - Other

**Directions:** [300 char] \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Property Details**

**Association:**  Mandatory  Voluntary  None **Association Fee Amount:** \$ \_\_\_\_\_

**Association Fee Paid:**  Monthly  Quarterly  Yearly

**Association Name:** \_\_\_\_\_ **Association Phone:** \_\_\_\_\_

**Management Co Name:** \_\_\_\_\_ **Management Co Phone:** \_\_\_\_\_

**CDD Fee:**  YES  NO

**Sub-Type:**  Duplex  Triplex  Quadplex  5-19 Units  20-49 Units  50-99 Units  100 + Units

**Actual Year Built:** \_\_\_\_\_ **Current Management Contract:**  YES  NO

**Current Vacancy Rate:** \_\_\_\_\_ **Vacancy Rate As Of:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Occupied?:**  Owner  Tenant  Vacant **Occupant(s) Name:** \_\_\_\_\_

**Occupant(s) 1st Contact #:** \_\_\_\_\_ **Occupant(s) 2nd Contact #:** \_\_\_\_\_

**Lockbox:**  Combo  Supra  None **Lockbox Location:** \_\_\_\_\_

**Showing Instructions:**

- CU2 - Appointment Only
- CU4 - Call First/Keysafe
- CU6 - Call Listing Office
- CU8 - Contact Listing Agent
- CU9 - Contact Owner
- CU10 - Contact Tenant
- CU11 - Do Not Contact Tenant/Emp
- CU14 - Key in Listing Office
- CU15 - Keysafe/No Call Necessary
- CU19 - Pet on Premises
- CU20 - Security Alarm Engaged
- CU21 - See Private Remarks

**Unit Layout**

**# Buildings:** \_\_\_\_\_

**# Units per Building:** \_\_\_\_\_

**Total # of Units:** \_\_\_\_\_

**SqFt per Unit:** \_\_\_\_\_

<b># 1 Bedroom Units:</b>		<b># Baths per 1 BR:</b>	
<b># 2 Bedroom Units:</b>		<b># Baths per 2 BR:</b>	
<b># 3 Bedroom Units:</b>		<b># Baths per 3 BR:</b>	
<b># 4 Bedroom Units:</b>		<b># Baths per 4 BR:</b>	

**Individually Metered Gas:**  YES  NO

**Individually Metered Electric:**  YES  NO

**Individually Metered Water:**  YES  NO

**Individually Metered Sewer:**  YES  NO



Individually Metered Trash:  YES  NO

Individually Metered Internet:  YES  NO

Individually Metered Cable TV:  YES  NO

Other Unit Remarks: [100 char] \_\_\_\_\_

**Marketing**

Virtual Tour Unbranded 1: [250 char] \_\_\_\_\_

External Link Unbranded 1: [250 char] \_\_\_\_\_

External Link Unbranded 2: [250 char] \_\_\_\_\_

Virtual Tour Branded 1: [250 char] \_\_\_\_\_

External Link Branded 1: [250 char] \_\_\_\_\_

External Link Branded 2: [250 char] \_\_\_\_\_

**Remarks**

Public Remarks: [1250 char] \_\_\_\_\_

Private Remarks: [750 char] \_\_\_\_\_

**Features**

**CY-Style**

- CY1 - 1 Story
- CY2 - 2 Story
- CY3 - 3+ Story
- CY5 - Colonial
- CY6 - Contemporary
- CY16 - Modern
- CY17 - Ranch
- CY18 - Spanish
- CY19 - Split-Level
- CY20 - Traditional
- CY21 - Vintage
- CY22 - Other

**DE-Unit Style**

- DE1 - Efficiency/Studio
- DE2 - Flats/Apartments
- DE3 - Townhouse/Multi-Level
- DE4 - Other

**DF-Units Furnished**

- DF1 - All Units Fully Furnished
- DF2 - Some Units Furnished
- DF3 - No Units Furnished
- DF4 - Other

**AL-Construction Type**

- AL4 - Brick
- AL6 - CB/Brick Front
- AL7 - CB/Frame Front
- AL8 - Concrete Block
- AL10 - Deco. Brick/Stn Only
- AL12 - Foam Block
- AL13 - Foundation-Crawlsp/Piers
- AL14 - Foundation-Slab
- AL15 - Foundation-Stilt
- AL16 - Frame
- AL24 - Metal/Steel
- AL36 - Other

**C-Exterior Finish**

AV1 - Aluminum  
AV2 - Asbestos  
AV3 - Board and Batten  
AV4 - Brick Veneer  
AV5 - Conventional Stucco  
AV6 - Deco Brick/Stone  
AV7 - Hardiboard/Concr Siding  
AV8 - Synthetic Stucco/EIFS  
AV10 - Vinyl Tile  
AV11 - Wood

**CQ-Roof**

CQ2 - Built Up  
CQ4 - Fiberglass  
CQ5 - Flat  
CQ7 - Metal  
CQ9 - Rolled  
CQ11 - Shingle - Asbestos  
CQ12 - Shingle - Asphalt  
CQ13 - Shingle - Other  
CQ14 - Shingle - Wood  
CQ15 - Slate  
CQ17 - Tile/Cement  
CQ20 - Other

**AW-Exterior Misc**

AW1 - Attic/Roof Ventilator  
AW3 - BBQ Pit/Grill  
AW6 - Fenced Yard  
AW7 - Fenced Yard - Chain Link  
AW8 - Fenced Yard - Wood  
AW11 - Hot Tub  
AW12 - Irrigation System  
AW14 - Landscape Lighting  
AW15 - Native Vegetation  
AW16 - Patio/Lanai/Porch-Covered  
AW17 - Patio/Lanai/Porch-Open  
AW18 - Patio/Lanai/Porch-Screen  
AW21 - Solar Pool Equip  
AW22 - Storage Building/Shed  
AW26 - Swim Pool - Above Ground  
AW27 - Swimming Pool - Heated  
AW28 - Swimming Pool - In Ground  
AW30 - Var-Speed Pool Pump  
AW31 - Wood Deck  
AW32 - Workshop  
AW33 - Other

**CE-Parking Per Unit**

CE1 - Attached  
CE2 - Detached

CE3 - Carport - 1  
CE4 - Carport - 2  
CE5 - Carport - 3+  
CE6 - Designated Space - 1  
CE7 - Designated Space - 2  
CE8 - Designated Space - 3+  
CE9 - Garage - 1  
CE10 - Garage - 2  
CE11 - Garage - 3+  
CE12 - Automatic  
CE13 - Manual  
CE14 - Other

**BK-Interior Layout**

BK3 - Bonus Room/Den  
BK4 - Breakfast Bar  
BK5 - Converted Garage  
BK7 - Eating Space in Kitchen  
BK9 - Florida Room/Lanai  
BK10 - Formal Dining Room  
BK11 - Formal Living Room  
BK12 - Foyer  
BK13 - Great Room  
BK15 - Kitchen/Dining Room Combo  
BK16 - Kitchen/Living Room Combo  
BK21 - Living/Dining Room Combo  
BK22 - Living/Family Room  
BK23 - Loft  
BK26 - Media/Game Room  
BK27 - Mud Room  
BK28 - Office/Study  
BK29 - Pantry  
BK30 - Storage Area  
BK31 - Utility Room  
BK32 - Walk-in Closet(s)

**BJ-Interior Features**

BJ5 - Ceiling Fans  
BJ6 - Ceilings - High  
BJ7 - Ceilings - Vaulted  
BJ8 - Central Vacuum  
BJ10 - Crown Molding  
BJ12 - Fireplace  
BJ17 - Laundry - Closet  
BJ18 - Laundry - Outside  
BJ19 - Laundry - Room  
BJ23 - Skylights  
BJ24 - Skylights - Solar Tube  
BJ28 - Wet Bar  
BJ30 - Window Coverings  
BJ33 - Other  
BJ34 - None

**BC-Floors**

BC2 - Brick  
BC4 - Carpet  
BC7 - Concrete - Finished  
BC8 - Concrete - Unfinished  
BC12 - Luxury Vinyl Planking  
BC13 - Marble  
BC14 - No Carpeting  
BC15 - Parquet  
BC17 - Slate  
BC18 - Stone  
BC19 - Sustainable Floor - Other  
BC21 - Terrazzo  
BC22 - Tile  
BC23 - Vinyl  
BC27 - Wood - Hardwood  
BC28 - Wood - Laminate  
BC29 - Other  
BC30 - None

**AD-Appliances/Equipment**

AD1 - Alarm System  
AD2 - Compactor  
AD3 - Cooktop - Electric  
AD4 - Cooktop - Gas  
AD5 - Dishwasher  
AD6 - Disposal  
AD8 - Freestanding Icemaker  
AD9 - Freezer  
AD10 - Generator  
AD11 - Microwave  
AD12 - Oven - Convection  
AD13 - Oven - Double  
AD14 - Oven - Electric  
AD15 - Oven - Gas  
AD16 - Oven - Steam  
AD17 - Oven - Wall  
AD18 - Oven - Warming  
AD19 - Oven/Stove  
AD20 - Radon Mitigation System  
AD21 - Refrigerator  
AD22 - Satellite Dish  
AD24 - TV Antenna  
AD27 - Water Purifier  
AD28 - Water Softener  
AD29 - Wine/Beverage Fridge  
AD30 - Other  
AD31 - None

**Laundry**

BM1 - Dryer - Electric  
BM2 - Dryer - Gas  
BM3 - Laundry - Community



BM5 - Laundry - Inside Unit  
BM7 - Laundry - Outside Unit  
BM8 - W/D Hookups  
BM9 - Washer - Front Load  
BM10 - Washer - Top Load  
BM11 - None

**BF-Heating and Cooling**

BF2 - Central Cool/Electric  
BF4 - Central H/C Electric  
BF6 - Central Heat /Natural Gas  
BF8 - Central Heat/LP Gas  
BF9 - Central Heat/Oil  
BF10 - Energy Star  
BF13 - Geothermal  
BF15 - Heat Pump  
BF16 - Heat Recovery System  
BF19 - Missing/Not Present  
BF22 - No Cooling  
BF23 - No Heating  
BF25 - Programmable Thermostat  
BF26 - Radiant Heat  
BF27 - Solar PV Elec Sys  
BF28 - Space Heater(s)  
BF29 - Variable Speed HVAC Syst  
BF31 - Water/Air H/C  
BF32 - Window Unit(s)  
BF34 - Zoned  
BF35 - Other

**BG-Hot Water Source**

BG1 - Electric  
BG2 - Gas  
BG3 - Heat Pump Heating System  
BG4 - Inline  
BG5 - Multiple Units  
BG6 - Solar  
BG7 - Tankless  
BG8 - Other  
BG9 - None

**DK-Utilities Provider**

DK1 - Central FL Electric Co-op  
DK2 - City  
DK3 - Clay Electric  
DK4 - Duke/Progress Energy  
DK5 - Florida Power & Light  
DK6 - GRU  
DK7 - Suwannee Valley Co-op

**Utilities - Other**

DH1 - Cable TV Available  
DH3 - Fuel Oil  
DH4 - Internet Available  
DH5 - LP/Bottle Gas  
DH6 - Metered Water - City  
DH9 - Natural Gas  
DH10 - Septic  
DH13 - Sewer  
DH15 - Well

**BX-Neighborhood Amenities**

BX1 - Age 55+  
BX2 - Air Strip  
BX3 - Clubhouse  
BX4 - Curb  
BX6 - Dog Park  
BX8 - Fitness Center/Gym  
BX9 - Gated  
BX10 - Gated with Security Guard  
BX11 - Golf Course  
BX12 - Green Space  
BX13 - Horses Permitted  
BX14 - Mass Transit Service  
BX15 - Park  
BX16 - Playground  
BX17 - Pool  
BX18 - Restrictive Covenants  
BX19 - Sidewalks  
BX20 - Street Lights  
BX21 - Tennis Court(s)  
BX22 - Town Center  
BX23 - Trails  
BX24 - Underground Utilities  
BX25 - Water Access  
BX26 - Other  
BX27 - None

**AA-Accessibility**

AA1 - 36 in Doorway  
AA2 - 42 in Doorway  
AA3 - 48 in Doorway  
AA4 - Accessible Shower Stall  
AA5 - Elevator  
AA6 - Grab Bars-Shower/Bath  
AA7 - Handicap Access/Ramp  
AA8 - Level Drive  
AA9 - Level Flooring  
AA10 - Main Floor Bedroom  
AA11 - Main Floor Full Bath  
AA12 - Main Floor Laundry  
AA14 - No Stairs  
AA15 - Roll Up Cabinets

AA17 - Wheelchair Entry  
AA18 - Wheelchair Full Bath  
AA19 - Wheelchair Half Bath

**Expenses Include**

AU2 - Advertising  
AU4 - Common Area Maintenance  
AU5 - Insurance  
AU7 - Leasing Fees  
AU9 - Licenses  
AU10 - Maintenance  
AU11 - Management  
AU17 - Sewer  
AU19 - Taxes  
AU23 - Utility - Electric  
AU24 - Utility - Gas  
AU25 - Utility - Internet  
AU26 - Utility - Telephone  
AU27 - Other  
AU28 - None

**CW-Source of Info**

CW2 - Bks avail. To Qual. Buyer  
CW3 - Books Available  
CW4 - Broker Projections  
CW8 - Owner Provided  
CW10 - Tax Return  
CW11 - Through Escrow  
CW12 - Other

**DB-Terms**

DB8 - Assumable  
DB9 - Cash  
DB10 - Commercial  
DB11 - Contract for Deed  
DB12 - Conventional  
DB14 - FHA/VA  
DB24 - Must Qualify/Rate Adjust.  
DB26 - Owner Will Finance  
DB28 - Residential  
DB34 - Will Exchange  
DB36 - Other

**Tenant Pays**

DA1 - Alarm Monitoring  
DA2 - Association Dues  
DA3 - Cable TV  
DA4 - Community Amenities  
DA5 - Electric  
DA6 - Garbage  
DA7 - Internet  
DA8 - Lawn  
DA9 - Phone



DA10 - Pool  
DA11 - Sewer  
DA12 - Water  
DA14 - Other  
DA15 - None

**DM-Waterfront Types**

DM1 - Canal  
DM2 - Canal Access

DM3 - Canal Front  
DM4 - Creek  
DM5 - Creek Front  
DM6 - Gulf Access  
DM7 - Gulf Front  
DM8 - Gulf View  
DM9 - Lake Access  
DM10 - Lakefront  
DM11 - Ocean Access  
DM12 - Ocean View

DM13 - Oceanfront  
DM14 - Pond  
DM15 - Pondfront  
DM16 - River Access  
DM17 - Riverfront  
DM18 - Waterview  
DM19 - Other  
DM20 - None

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**Compensation**

**Transaction Broker Commission Amount:** \_\_\_\_\_ **Transaction Broker Commission Type:** \$ %

**Buyer Broker Fee:** \_\_\_\_\_ **Buyer Broker Commission Type:** \$ %

**Non-Representative Commission:** \_\_\_\_\_ **Non-Representative Commission Type:** \$ %

**Variable Rate Commission:** YES NO



**Listing Information**

**Listing Agent ID:** \_\_\_\_\_ **Listing Office ID:** \_\_\_\_\_

**CoListing Agent ID:** \_\_\_\_\_

**MLS Only Entry Y/N:**  YES  NO **For Sale Y/N:**  YES  NO

**List Date:** \_\_\_/\_\_\_/\_\_\_ **Expire Date:** \_\_\_/\_\_\_/\_\_\_ **Rent per Month:** \$ \_\_\_\_\_

**Bedrooms:** \_\_\_\_\_ **Baths:** \_\_\_\_\_ **Half-Baths:** \_\_\_\_\_ **Total Heated/Cooled SqFt:** \_\_\_\_\_

**SqFt Source:**  SF From Owner  SF From Plans/Appraiser  SF From Tax Rolls

**Services Not Provided by LO:**  CT1 - Accept/Deliver Offers  CT2 - Advise Sellers  CT3 - Arrange Appointments  
 CT4 - Assess Seller w/Counters  CT5 - Negotiate on Sellers Behalf  CT6 - Present Offers  CT7 - Other

**Property on Internet Y/N:**  YES  NO **Address on Internet Y/N:**  YES  NO **Listhub YN:**  YES  NO

**Realtor.com Y/N:**  YES  NO **Public Comments Blogging:**  YES  NO

**Automated Valuation:**  YES  NO

**Tax/Legal Information**

**School – Elementary:** \_\_\_\_\_ **School – Middle:** \_\_\_\_\_

**School – High:** \_\_\_\_\_

**School Info Source:**  Owner  Realist  School Board **Date School Info Verified:** \_\_\_/\_\_\_/\_\_\_

**Parcel Number:** \_\_\_\_\_

**Location Information**

**Street Prefix:**  County Road  Highway  State Road  US Highway

**Address:** \_\_\_\_\_ **Unit #:** \_\_\_\_\_

*Street #, Compass Point, Street Name, Suffix*

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_ **County:** \_\_\_\_\_

**Subdivision Name:** \_\_\_\_\_

**Directions:** [300 char] \_\_\_\_\_

**Property Details**

**Sub-Type:**  Apartment  Attached  Condo  Duplex  Mobile  Quad  Single Family

**Leased Managed By:**  Listing Office  Owner  Other **CDD Fee:**  YES  NO

**Actual Year Built:** \_\_\_\_\_ **Garage:**  YES  NO **# of Garage Spaces:** \_\_\_\_\_

**Parking:**

- |   |   |   |   |
|---|---|---|---|
| <input type="checkbox"/> CD9 - Open Parking Lot | <input type="checkbox"/> CD17 - Carport - 3+    | <input type="checkbox"/> CD25 - Garage - 3+         | <input type="checkbox"/> CD37 - Automatic |
| <input type="checkbox"/> CD10 - Attached        | <input type="checkbox"/> CD21 - Spaces/Unit - 1 | <input type="checkbox"/> CD27 - Covered Boat        | <input type="checkbox"/> CD38 - Manual    |
| <input type="checkbox"/> CD11 - Detached        | <input type="checkbox"/> CD22 - Spaces/Unit - 2 | <input type="checkbox"/> CD28 - Covered RV          | <input type="checkbox"/> CD39 - Other     |
| <input type="checkbox"/> CD15 - Carport - 1     | <input type="checkbox"/> CD23 - Garage - 1      | <input type="checkbox"/> CD31 - Electric Car Hookup | <input type="checkbox"/> CD40 - None      |
| <input type="checkbox"/> CD16 - Carport - 2     | <input type="checkbox"/> CD24 - Garage - 2      | <input type="checkbox"/> CD35 - Driveway            |   |



Rental Data Form

MLS # \_\_\_\_\_

**Occupied?:**  Owner  Tenant  Vacant **Occupant(s) Name:** \_\_\_\_\_

**Occupant(s) 1st Contact #:** \_\_\_\_\_ **Occupant(s) 2nd Contact #:** \_\_\_\_\_

**Lockbox:**  Combo  Supra  None **Lockbox Location:** \_\_\_\_\_

**Showing Instructions:**

- CU2 - Appointment Only
- CU4 - Call First/Keysafe
- CU6 - Call Listing Office
- CU9 - Contact Owner
- CU10 - Contact Tenant
- CU14 - Key in Listing Office
- CU15 - Keysafe/No Call Necessary
- CU19 - Pet on Premises
- CU20 - Security Alarm Engaged
- CU21 - See Private Remarks

**Date Available:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Association Contact:** \_\_\_\_\_ **Association Phone:** \_\_\_\_\_

**Lease Terms**

**Pets Allowed:**  YES  NO **Horses Allowed:**  YES  NO **Pet Policy:** [500 char] \_\_\_\_\_

**Pet Deposit:**  YES  NO **Pet Deposit Amount:** \$ \_\_\_\_\_ **Pet Fee:**  YES  NO **Pet Fee Amount:** \$ \_\_\_\_\_

**Last Month's Rent:**  YES  NO **Last Month's Rent Amount:** \$ \_\_\_\_\_

**Security Deposit:**  YES  NO **Security Deposit Amount:** \$ \_\_\_\_\_ **Credit Check:**  YES  NO

**Application Fee:**  YES  NO **Application Fee Amount:** \$ \_\_\_\_\_ **Other Fees Y/N:**  YES  NO

**Other Fees:** [250 char] \_\_\_\_\_

**Tenant Pays:**

- DA1 - Alarm Monitoring
- DA2 - Association Dues
- DA3 - Cable TV
- DA4 - Community Amenities
- DA5 - Electric
- DA6 - Garbage
- DA7 - Internet
- DA8 - Lawn
- DA9 - Phone
- DA10 - Pool
- DA11 - Sewer
- DA12 - Water
- DA13 - Water Sewer
- DA14 - Other
- DA15 - None

**Landlord Pays:**

- BL1 - Alarm Monitoring
- BL2 - Association Dues
- BL3 - Cable TV
- BL4 - Community Amenities
- BL5 - Electric
- BL6 - Garbage
- BL7 - Internet
- BL8 - Lawn
- BL9 - Phone
- BL10 - Pool
- BL11 - Sewer
- BL12 - Water
- BL13 - Water Sewer
- BL14 - Other
- BL15 - None

**Lease Term Options:**  DB1 - Month To Month  DB2 - Less than 12 Months  DB3 - 12 Months or More  
 DB16 - Lease Option  DB17 - Lease Purchase  DB36 - Other





**Marketing**

Virtual Tour Unbranded 1: [250 char] \_\_\_\_\_

External Link Unbranded 1: [250 char] \_\_\_\_\_

External Link Unbranded 2: [250 char] \_\_\_\_\_

Virtual Tour Branded 1: [250 char] \_\_\_\_\_

External Link Branded 1: [250 char] \_\_\_\_\_

External Link Branded 2: [250 char] \_\_\_\_\_

**Remarks**

Public Remarks: [1250 char] \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Private Remarks: [750 char] \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Features**

**CY-Style**

- CY1 - 1 Story
- CY2 - 2 Story
- CY3 - 3+ Story
- CY5 - Colonial
- CY6 – Contemporary
- CY12 - Garden/Patio
- CY13 - Log
- CY16 - Modern
- CY17 - Ranch
- CY18 - Spanish
- CY19 - Split-Level
- CY21 - Vintage
- CY22 – Other

**AL-Construction Type**

- AL2 - Aluminum/Vinyl
- AL4 - Brick
- AL8 - Concrete Block

- AL18 - Hardiboard/Plank
- AL23 - Metal
- AL33 - Stucco
- AL34 - Synthetic Stucco
- AL36 - Other

**CQ-Roof**

- CQ1 - Asbestos
- CQ5 - Flat
- CQ7 - Metal
- CQ9 - Rolled
- CQ10 - Shingle
- CQ11 - Shingle - Asbestos
- CQ16 - Tile
- CQ19 - Wood Shake
- CQ20 - Other

**AW-Exterior Misc**

- AW1 - Attic/Roof Ventilator

- AW3 - BBQ Pit/Grill
- AW6 - Fenced Yard
- AW7 - Fenced Yard - Chain Link
- AW8 - Fenced Yard - Wood
- AW11 - Hot Tub
- AW12 - Irrigation System
- AW13 - Irrigation w/ Sensors
- AW14 - Landscape Lighting
- AW15 - Native Vegetation
- AW16 - Patio/Lanai/Porch-Covered
- AW17 - Patio/Lanai/Porch-Open
- AW18 - Patio/Lanai/Porch-Screen
- AW21 - Solar Pool Equip
- AW22 - Storage Building/Shed
- AW26 - Swim Pool - Above Ground
- AW27 - Swimming Pool - Heated
- AW28 - Swimming Pool - In Ground
- AW30 - Var-Speed Pool Pump
- AW31 - Wood Deck



AW32 - Workshop  
AW33 - Other

**BU-Lot Size**

BU1 - Up to .33 Acre  
BU2 - .34 to .49 Acre  
BU3 - .50 to .99 Acre  
BU4 - 1 to 1.99 Acre  
BU5 - 2 to 4.99 Acre  
BU6 - 5 to 9.99 Acre  
BU7 - 10 or More Acres  
BU8 - Zero Lot Line

**BT-Lot Info**

BT2 - Close to Bus Line  
BT3 - Corner Lot  
BT4 - Corner Unit  
BT5 - Cul-de-sac  
BT8 - Front Orientation - East  
BT9 - Front Orientation - North  
BT10 - Front Orientation - South  
BT11 - Front Orientation - West  
BT13 - Golf Course Frontage  
BT14 - Golf Course View  
BT15 - Highway Frontage  
BT16 - Historic District  
BT17 - In City Limits  
BT18 - In County  
BT25 - Near Mass Transit  
BT28 - Pie-shaped  
BT29 - Private Dock  
BT31 - Sidewalks  
BT34 - Waterfront  
BT35 - Wooded Lot  
BT37 - Zoning Permits Horses  
BT38 - Other

**CL-Property Access/Road Info**

CL1 - Culvert Installed  
CL2 - Curb and Gutter  
CL3 - Deeded Easement  
CL4 - Drainage  
CL5 - Easement  
CL6 - Graded/Limerock  
CL7 - Limerock  
CL8 - Maintenance Agmt.  
CL9 - Paved  
CL10 - Private Road  
CL11 - Public Maintained  
CL12 - Road Maint. Agreement  
CL13 - Sidewalk  
CL14 - Unpaved

CL15 - Dirt/Grass  
CL16 - Other

**BK-Interior Layout**

BK1 - 2nd Kitchen  
BK3 - Bonus Room/Den  
BK4 - Breakfast Bar  
BK5 - Converted Garage  
BK7 - Eating Space in Kitchen  
BK8 - Family Room  
BK9 - Florida Room/Lanai  
BK10 - Formal Dining Room  
BK11 - Formal Living Room  
BK12 - Foyer  
BK13 - Great Room  
BK14 - In-Law Suite  
BK15 - Kitchen/Dining Room Combo  
BK16 - Kitchen/Living Room Combo  
BK21 - Living/Dining Room Combo  
BK22 - Living/Family Room  
BK23 - Loft  
BK26 - Media/Game Room  
BK27 - Mud Room  
BK28 - Office/Study  
BK39 - Pantry  
BK30 - Storage Area  
BK31 - Utility Room  
BK32 - Walk-in Closet(s)  
BK33 - Other

**BJ-Interior Features**

BJ5 - Ceiling Fans  
BJ6 - Ceilings - High  
BJ7 - Ceilings - Vaulted  
BJ8 - Central Vacuum  
BJ10 - Crown Molding  
BJ12 - Fireplace  
BJ17 - Laundry - Closet  
BJ18 - Laundry - Outside  
BJ19 - Laundry - Room  
BJ23 - Skylights  
BJ24 - Skylights - Solar Tube  
BJ28 - Wet Bar  
BJ30 - Window Coverings  
BJ33 - Other

**BC-Floors**

BC2 - Brick  
BC4 - Carpet  
BC7 - Concrete - Finished  
BC8 - Concrete - Unfinished  
BC12 - Luxury Vinyl Planking

BC13 - Marble  
BC14 - No Carpeting  
BC15 - Parquet  
BC17 - Slate  
BC18 - Stone  
BC21 - Terrazzo  
BC22 - Tile  
BC23 - Vinyl  
BC27 - Wood - Hardwood  
BC28 - Wood - Laminate  
BC29 - Other  
BC30 - None

**AD-Appliances/Equipment**

AD1 - Alarm System  
AD2 - Compactor  
AD3 - Cooktop - Electric  
AD4 - Cooktop - Gas  
AD5 - Dishwasher  
AD6 - Disposal  
AD8 - Freestanding Icemaker  
AD9 - Freezer  
AD10 - Generator  
AD11 - Microwave  
AD12 - Oven - Convection  
AD13 - Oven - Double  
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AD16 - Oven - Steam  
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AD18 - Oven - Warming  
AD19 - Oven/Stove  
AD20 - Radon Mitigation System  
AD21 - Refrigerator  
AD22 - Satellite Dish  
AD24 - TV Antenna  
AD27 - Water Purifier  
AD28 - Water Softener  
AD29 - Wine/Beverage Fridge  
AD31 - None

**BM-Laundry**

BM1 - Dryer - Electric  
BM2 - Dryer - Gas  
BM4 - Laundry - Inside  
BM6 - Laundry - Outside  
BM8 - W/D Hookups  
BM9 - Washer - Front Load  
BM10 - Washer - Top Load  
BM11 - None

**BF-Heating and Cooling**



- BF2 - Central Cool/Electric
- BF6 - Central Heat /Natural Gas
- BF7 - Central Heat/Electric
- BF8 - Central Heat/LP Gas
- BF9 - Central Heat/Oil
- BF12 - Floor Furnace
- BF15 - Heat Pump
- BF16 - Heat Recovery System
- BF18 - Mini-Split System
- BF20 - Multiple Units
- BF22 - No Cooling
- BF25 - Programmable Thermostat
- BF26 - Radiant Heat
- BF28 - Space Heater(s)
- BF29 - Variable Speed HVAC Syst
- BF32 - Window Unit(s)
- BF33 - Wood Burning Stove
- BF34 - Zoned
- BF35 - Other

**BG-Hot Water Source**

- BG1 - Electric
- BG2 - Gas
- BG3 - Heat Pump Heating System
- BG4 - Inline
- BG6 - Solar
- BG7 - Tankless
- BG8 - Other

**DK-Utilities Provider**

- DK1 - Central FL Electric Co-op
- DK2 - City
- DK3 - Clay Electric
- DK4 - Duke/Progress Energy
- DK5 - Florida Power & Light
- DK6 - GRU
- DK7 - Suwannee Valley Co-op

**DH-Utilities - Other**

- DH1 - Cable TV Available

- DH3 - Fuel Oil
- DH4 - Internet Available
- DH5 - LP/Bottle Gas
- DH6 - Metered Water - City
- DH7 - Metered Water - GRU
- DH8 - Metered Water -Kincaid Rd
- DH9 - Natural Gas
- DH10 - Septic
- DH13 - Sewer
- DH15 - Well

**BX-Neighborhood Amenities**

- BX1 - Age 55+
- BX2 - Air Strip
- BX3 - Clubhouse
- BX4 - Curb
- BX6 - Dog Park
- BX8 - Fitness Center/Gym
- BX9 - Gated
- BX10 - Gated with Security Guard
- BX11 - Golf Course
- BX12 - Green Space
- BX13 - Horses Permitted
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- BX16 - Playground
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- BX18 - Restrictive Covenants
- BX19 - Sidewalks
- BX20 - Street Lights
- BX21 - Tennis Court(s)
- BX22 - Town Center
- BX23 - Trails
- BX24 - Underground Utilities
- BX25 - Water Access
- BX26 - Other
- BX27 - None

**AA-Accessibility**

- AA1 - 36 in Doorway

- AA2 - 42 in Doorway
- AA3 - 48 in Doorway
- AA4 - Accessible Shower Stall
- AA5 - Elevator
- AA6 - Grab Bars-Shower/Bath
- AA7 - Handicap Access/Ramp
- AA8 - Level Drive
- AA9 - Level Flooring
- AA10 - Main Floor Bedroom
- AA11 - Main Floor Full Bath
- AA12 - Main Floor Laundry
- AA14 - No Stairs
- AA15 - Roll Up Cabinets
- AA17 - Wheelchair Entry
- AA18 - Wheelchair Full Bath
- AA19 - Wheelchair Half Bath

**DM-Waterfront Types**

- DM1 - Canal
- DM2 - Canal Access
- DM3 - Canal Front
- DM4 - Creek
- DM5 - Creek Front
- DM6 - Gulf Access
- DM7 - Gulf Front
- DM8 - Gulf View
- DM9 - Lake Access
- DM10 - Lakefront
- DM11 - Ocean Access
- DM12 - Ocean View
- DM13 - Oceanfront
- DM14 - Pond
- DM15 - Pondfront
- DM16 - River Access
- DM17 - Riverfront
- DM18 - Waterview
- DM19 - Other
- DM20 - None

**Compensation**

Commission Pd/Coop Broker: \_\_\_\_\_ Comm Pd \$/?: \$ % Based On: 1st Month's Rent Total Lease Value



# Residential Data Form

MLS # \_\_\_\_\_

## Listing Information

**Listing Agent ID:** \_\_\_\_\_ **Listing Office ID:** \_\_\_\_\_

**CoListing Agent ID:** \_\_\_\_\_

### Sub-Type:

- BLDRM Builder Model-Physical Mo   
 BLDRP Builder Model-Plans Only   
 DET Detached   
 FARM Farm  
LW Live/Work Units   
 MIXED Mixed Use   
 MANUF Manuf (Modular or Mobile)

**If Mobile Home, Does Real Property Convey:** YES NO

**Listing Type:** Exclusive Right w/Except Exclusive Agency Exclusive Bldr Master List Ag Exclusive Right of Sale

**MLS Only Entry:** YES NO

**Agency:** Non-Representative Single Agency Transaction Broker

**Limited Service Y/N:** YES NO

**Short Sale Y/N:** YES NO **Offer Submitted to Lender:** YES NO

**Auction:** YES NO

**Bank Owned:** YES NO Undisclosed

**For Rent Y/N:** YES NO

**List Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Expire Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Asking Price:** \$\_\_\_\_\_

**Total Heated/Cooled SqFt:** \_\_\_\_\_ **Total SqFt Under Roof:** \_\_\_\_\_

**SqFt Source:** SF From Owner SF From Plans/Appraiser SF From Tax Rolls

**Bedrooms:** \_\_\_\_\_ **Baths:** \_\_\_\_\_ **Half-Baths:** \_\_\_\_\_ **Split BR Plan:** 2 Way 3 Way No

**Front Exposure:** N NE NW E S SE SW W

**Currently Leased Y/N:** YES NO **Lease End Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Rent Amount:** \$\_\_\_\_\_

**Services Not Provided by LO:** CT1 - Accept/Deliver Offers CT2 - Advise Sellers CT3 - Arrange Appointments  
CT4 - Assess Seller w/Counters CT5 - Negotiate on Sellers Behalf CT6 - Present Offers CT7 - Other

**Property on Internet Y/N:** YES NO **Address on Internet Y/N:** YES NO **Listhub YN:** YES NO

**Realtor.com Y/N:** YES NO **Public Comments Blogging:** YES NO

**Automated Valuation:** YES NO

## Tax/Legal Information

**School – Elementary:** \_\_\_\_\_ **School – Middle:** \_\_\_\_\_

**School – High:** \_\_\_\_\_

**School Info Source:** Owner Realist School Board **Date School Info Verified:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Parcel Number:** \_\_\_\_\_

**Taxes – Annual:** \$\_\_\_\_\_ **Tax Jurisdiction:** \_\_\_\_\_ **Zoning:** \_\_\_\_\_

**Tax Year:** \_\_\_\_\_ **Homestead Exemption:** YES NO **Year Homestead Exemption:** \_\_\_\_\_

**Ag Exemption:** YES NO **Last Year Ag Exemption Applied:** \_\_\_\_\_ **Save Our Homes Y/N:** YES NO

**Seller(s) Name:** \_\_\_\_\_

**Legal Description:** [300 char] \_\_\_\_\_



**Location Information**

Street Prefix:  County Road  Highway  State Road  US Highway

Address: \_\_\_\_\_  
*Street #, Compass Point, Street Name, Suffix*

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_

Tax Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_ Parcel Size [Acres]: \_\_\_\_\_

**Lot Info:**

- BT3 - Corner Lot
- BT5 - Cul-de-sac
- BT7 - Flag-shaped
- BT12 - Golf Course
- BT20 – Irregular
- BT23 - Mostly Cleared/Grass
- BT27 - Pasture on Property
- BT28 - Pie-shaped
- BT30 - Rectangular-shaped
- BT31 - Sidewalks
- BT32 - Square-shaped
- BT35 - Wooded Lot
- BT36 - Zero Lot Line
- BT38 – Other

**Property Access/Road Info:**

- CL1 - Culvert Installed
- CL2 - Curb and Gutter
- CL3 - Deeded Easement
- CL4 – Drainage
- CL5 – Easement
- CL7 – Limerock
- CL8 - Maintenance Agmt.
- CL9 – Paved
- CL10 - Private Road
- CL11 - Public Maintained
- CL12 - Road Maint. Agreement
- CL14 – Unpaved
- CL15 – Dirt/Grass
- CL16 - Other

Directions: [300 char] \_\_\_\_\_

**Property Details**

Association:  Mandatory  Voluntary  None Association Fee Amount: \$ \_\_\_\_\_

Association Fee Paid:  Monthly  Quarterly  Yearly

Association Name: \_\_\_\_\_ Association Phone: \_\_\_\_\_

Management Co Name: \_\_\_\_\_ Management Co Phone: \_\_\_\_\_

CDD Fee:  YES  NO Actual Year Built: \_\_\_\_\_

New Construction Y/N:  YES  NO Builder's Written Warranty:  YES  NO

Builder Name: \_\_\_\_\_ Model Name: \_\_\_\_\_

Pool Y/N:  YES  NO

**Pool Features:**

- CG1 - Above-Ground
- CG2 - Built-In Hot Tub
- CG3 – Chlorine
- CG4 - Heated-Gas/Electric/Solar
- CG5 - In-Ground
- CG6 - In-Ground Fiberglass
- CG7 - In-Ground Vinyl
- CG8 - Lap Pool
- CG9 - Pool Safety Fence
- CG10 – Saltwater
- CG11 - Screened Enclosure
- CG12 - Separate Hot Tub
- CG13 - Variable Speed Pool Pump



# Residential Data Form

MLS # \_\_\_\_\_

**Garage:**  YES  NO    **# of Garage Spaces:**  1     2     3     4+

**Parking:**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> CD12 - Detached Garage/Carport | <input type="checkbox"/> CD17 - Carport - 3+          | <input type="checkbox"/> CD32 - Golf Cart Storage  |
| <input type="checkbox"/> CD13 - Side/Rear Car Entry     | <input type="checkbox"/> CD26 - Boat Space            | <input type="checkbox"/> CD33 - Semi Parking       |
| <input type="checkbox"/> CD14 - No Garage/Carport       | <input type="checkbox"/> CD29 - Covered RV/Boat Space | <input type="checkbox"/> CD34 - Circular Drive     |
| <input type="checkbox"/> CD15 - Carport - 1             | <input type="checkbox"/> CD30 - RV Hookup             | <input type="checkbox"/> CD35 - Driveway           |
| <input type="checkbox"/> CD16 - Carport - 2             | <input type="checkbox"/> CD31 - Electric Car Hookup   | <input type="checkbox"/> CD36 - Permeable Driveway |

**Occupied?:**  Owner     Tenant     Vacant    **Occupant(s) Name:** \_\_\_\_\_

**Occupant(s) 1st Contact #:** \_\_\_\_\_    **Occupant(s) 2nd Contact #:** \_\_\_\_\_

**Lockbox:**  Combo     Supra     None    **Lockbox Location:** \_\_\_\_\_

**Showing Instructions:**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> CU1 - 24 Hour Notice          | <input type="checkbox"/> CU10 - Contact Tenant            | <input type="checkbox"/> CU20 - Security Alarm Engaged |
| <input type="checkbox"/> CU2 - Appointment Only        | <input type="checkbox"/> CU14 - Key in Listing Office     | <input type="checkbox"/> CU21 - See Private Remarks    |
| <input type="checkbox"/> CU4 - Call First/Keysafe      | <input type="checkbox"/> CU15 - Keysafe/No Call Necessary | <input type="checkbox"/> CU23 - Under Construction     |
| <input type="checkbox"/> CU7 - Call LO for Combination | <input type="checkbox"/> CU16 - LA Must Accompany         | <input type="checkbox"/> CU24 - Other                  |
| <input type="checkbox"/> CU8 - Contact Listing Agent   | <input type="checkbox"/> CU18 - No Sign on Property       |  |
| <input type="checkbox"/> CU9 - Contact Owner           | <input type="checkbox"/> CU19 - Pet on Premises           |  |

## Manufactured Home Info

**Manufactured Type:**  Modular     MH Single Wide     MH Double Wide     MH Triple Wide

**MH Dimensions (LxW):** \_\_\_\_\_

**MH Manufacturer:** \_\_\_\_\_

**FHA Setup:**  YES     NO     Unknown    **VIN#(s):** [55 char] \_\_\_\_\_

**Title(s) Retired:**  YES     NO

## Marketing

**Virtual Tour Unbranded 1:** [250 char] \_\_\_\_\_

**External Link Unbranded 1:** [250 char] \_\_\_\_\_

**External Link Unbranded 2:** [250 char] \_\_\_\_\_

**Virtual Tour Branded 1:** [250 char] \_\_\_\_\_

**External Link Branded 1:** [250 char] \_\_\_\_\_

**External Link Branded 2:** [250 char] \_\_\_\_\_

## Remarks

**Public Remarks:** [1250 char] \_\_\_\_\_

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Private Remarks: [750 char] \_\_\_\_\_

**Features**

**CY-Style**

- CY2 - 2 Story
- CY3 - 3+ Story
- CY4 - A Frame
- CY5 - Colonial
- CY6 - Contemporary
- CY7 - Cottage
- CY8 - Courtyard
- CY9 - Cracker
- CY10 - Craftsman
- CY11 - Designated Historic
- CY12 - Garden/Patio
- CY13 - Log
- CY14 - Mediterranean
- CY15 - Mid-Century Modern
- CY16 - Modern
- CY17 - Ranch
- CY18 - Spanish
- CY19 - Split-Level
- CY20 - Traditional
- CY21 - Vintage
- CY22 - Other

**AL-Construction Type**

- AL4 - Brick
- AL6 - CB/Brick Front
- AL7 - CB/Frame Front
- AL8 - Concrete Block
- AL13 - Foundation-Crawlsp/Piers
- AL14 - Foundation-Slab
- AL15 - Foundation-Stilt
- AL16 - Frame
- AL19 - ICF/Foam Block
- AL22 - Log
- AL24 - Metal/Steel
- AL36 - Other

**C-Exterior Finish**

- AV1 - Aluminum
- AV2 - Asbestos
- AV3 - Board and Batten
- AV4 - Brick Veneer

- AV5 - Conventional Stucco
- AV6 - Deco Brick/Stone
- AV7 - Hardiboard/Concr Siding
- AV8 - Synthetic Stucco/EIFS
- AV9 - T-111
- AV10 - Vinyl Tile
- AV11 - Wood
- AV12 - Other

**CQ-Roof**

- CQ1 - Asbestos
- CQ5 - Flat
- CQ6 - Living Roof
- CQ7 - Metal
- CQ9 - Rolled
- CQ10 - Shingle
- CQ11 - Shingle - Asbestos
- CQ16 - Tile
- CQ19 - Wood Shake
- CQ20 - Other

**AW-Exterior Misc**

- AW2 - Balcony
- AW4 - Courtyard
- AW9 - Gated Entrance
- AW10 - Gutter/Downspouts
- AW12 - Irrigation System
- AW14 - Landscape Lighting
- AW16 - Patio/Lanai/Porch-Covered
- AW17 - Patio/Lanai/Porch-Open
- AW18 - Patio/Lanai/Porch-Screen
- AW20 - Riding Ring
- AW23 - Summer Kitchen/Fridge
- AW24 - Summer Kitchen/Grill
- AW25 - Summer Kitchen/Sink
- AW29 - Tennis Courts(s)
- AW31 - Wood Deck
- AW33 - Other
- AW34 - None

**BA-Fencing**

- BA1 - Barbed Wire
- BA2 - Board (Horse)

- BA3 - Chain Link
- BA4 - Complete Perimeter
- BA5 - Partial
- BA6 - Concrete/Block
- BA7 - Cross
- BA8 - Electric
- BA10 - Mixed Type
- BA11 - Privacy
- BA12 - PVC
- BA15 - Vinyl
- BA16 - Wood
- BA17 - Woven Wire
- BA18 - Woven Wire and Top Board
- BA19 - Other
- BA20 - None

**Outbuilding Features**

- BZ1 - 1-5 Stall Barn(s)
- BZ2 - 5+ Stall Barns
- BZ3 - Bathroom
- BZ4 - Center Aisle Barn
- BZ5 - Pole Barn
- BZ6 - Power
- BZ7 - Power 220
- BZ8 - Storage Shed
- BZ9 - Tack Room
- BZ10 - Water
- BZ11 - Workshop
- BZ12 - Other
- BZ13 - None

**BK-Interior Layout**

- BK1 - 2nd Kitchen
- BK2 - Bonus (Not Inc in Bd #)
- BK5 - Converted Garage
- BK6 - Den/Ofc (Not Inc in Bd #)
- BK8 - Family Room
- BK12 - Foyer
- BK13 - Great Room
- BK14 - In-Law Suite
- BK17 - Laundry Closet
- BK18 - Laundry in Garage



BK19 - Laundry/Utility Room  
BK20 - Living Room  
BK23 - Loft  
BK24 - Master Downstairs  
BK25 - Master Upstairs  
BK26 - Media/Game Room  
BK27 - Mud Room  
BK29 - Pantry  
BK30 - Storage Area  
BK33 - Other

**AD-Appliances/Equipment**

AD1 - Alarm System  
AD2 - Compactor  
AD3 - Cooktop - Electric  
AD4 - Cooktop - Gas  
AD5 - Dishwasher  
AD6 - Disposal  
AD7 - Dryer  
AD8 - Freestanding Icemaker  
AD9 - Freezer  
AD10 - Generator  
AD11 - Microwave  
AD12 - Oven - Convection  
AD13 - Oven - Double  
AD14 - Oven - Electric  
AD15 - Oven - Gas  
AD16 - Oven - Steam  
AD17 - Oven - Wall  
AD18 - Oven - Warming  
AD19 - Oven/Stove  
AD20 - Radon Mitigation System  
AD21 - Refrigerator  
AD22 - Satellite Dish  
AD23 - Security/Prewired  
AD24 - TV Antenna  
AD25 - Washer  
AD26 - Washer- Front Load  
AD27 - Water Purifier  
AD28 - Water Softener  
AD29 - Wine/Beverage Fridge  
AD31 - None

**BJ-Interior Features**

BJ1 - Attic Fan  
BJ2 - Auto Garage Door  
BJ3 - Blinds/Verticals  
BJ4 - Butler's Pantry  
BJ5 - Ceiling Fans  
BJ6 - Ceilings - High  
BJ7 - Ceilings - Vaulted  
BJ8 - Central Vacuum

BJ9 - Chair Rail  
BJ10 - Crown Molding  
BJ11 - Drapes/Curtains/Valance  
BJ13 - Fireplace - Gas  
BJ14 - Fireplace - Ventless  
BJ15 - Fireplace - Wood Burning  
BJ16 - French Doors  
BJ20 - Laundry Tub  
BJ21 - Plantation Shutters  
BJ22 - Sauna  
BJ23 - Skylights  
BJ25 - Structured Wiring  
BJ26 - Tinted Windows  
BJ27 - Upgraded Ceiling Detail  
BJ28 - Wet Bar  
BJ29 - Whole House Fan  
BJ31 - Wine Cellar  
BJ32 - Wood Burning Stove

**Bathroom Features**

AG1 - Bidet  
AG2 - Built-In Shower Bench  
AG3 - Claw Foot Tub  
AG4 - Exhaust Fan  
AG5 - Heated Floors  
AG6 - Jack & Jill Bath  
AG7 - Linen Closet in Bath  
AG8 - Makeup/Vanity Space  
AG9 - Multiple Shower Heads  
AG10 - Outhouse  
AG11 - Rain Shower Head  
AG12 - Sauna  
AG13 - Separate Tub- Garden  
AG14 - Separate Tub- Jetted  
AG15 - Single Vanity  
AG16 - Sink - Dual  
AG17 - Sink - Pedestal  
AG18 - Split Vanities  
AG19 - Steam Shower  
AG20 - Sunken Shower  
AG21 - Tall Countertops  
AG22 - Tub/Shower Combo  
AG23 - Urinal  
AG24 - Walk-In Shower  
AG25 - Walk-In Tub  
AG26 - Water Closet/Priv Toilet  
AG27 - Window/Skylight in Bath

**AA-Accessibility**

AA1 - 36 in Doorway  
AA2 - 42 in Doorway  
AA3 - 48 in Doorway

AA4 - Accessible Shower Stall  
AA5 - Elevator  
AA6 - Grab Bars-Shower/Bath  
AA7 - Handicap Access/Ramp  
AA8 - Level Drive  
AA9 - Level Flooring  
AA10 - Main Floor Bedroom  
AA11 - Main Floor Full Bath  
AA12 - Main Floor Laundry  
AA13 - Near Bus Line  
AA14 - No Stairs  
AA15 - Roll Up Cabinets  
AA16 - Wheelchair Access Control  
AA17 - Wheelchair Entry  
AA18 - Wheelchair Full Bath

**BC-Floors**

BC2 - Brick  
BC4 - Carpet  
BC7 - Concrete - Finished  
BC8 - Concrete - Unfinished  
BC12 - Luxury Vinyl Planking  
BC13 - Marble  
BC14 - No Carpeting  
BC15 - Parquet  
BC17 - Slate  
BC18 - Stone  
BC21 - Terrazzo  
BC22 - Tile  
BC23 - Vinyl  
BC27 - Wood - Hardwood  
BC28 - Wood - Laminate  
BC29 - Other  
BC30 - None

**BG-Hot Water Source**

BG1 - Electric  
BG2 - Gas  
BG3 - Heat Pump Heating System  
BG4 - Inline  
BG5 - Multiple Units  
BG6 - Solar  
BG7 - Tankless  
BG8 - Other  
BG9 - None

**BF-Heating and Cooling**

BF2 - Central Cool/Electric  
BF4 - Central H/C Electric  
BF6 - Central Heat /Natural Gas  
BF8 - Central Heat/LP Gas  
BF9 - Central Heat/Oil





BF12 - Floor Furnace  
BF15 - Heat Pump  
BF16 - Heat Recovery System  
BF18 - Mini-Split System  
BF19 - Missing/Not Present  
BF20 - Multiple Units  
BF22 - No Cooling  
BF23 - No Heating  
BF25 - Programmable Thermostat  
BF26 - Radiant Heat  
BF28 - Space Heater(s)  
BF29 - Variable Speed HVAC Syst  
BF32 - Window Unit(s)  
BF33 - Wood Burning Stove  
BF34 - Zoned  
BF35 - Other  
BF36 - None

**Green Features**

BE1 - Dual Flush Toilets  
BE2 - Ductwork in Cond. Space  
BE3 - Energy Star Appliances  
BE4 - Energy Star Skylights  
BE5 - Energy Star Windows  
BE6 - Fiberglass Batt  
BE7 - FL-Friendly Yard Criteria  
BE8 - Fresh Air Vent System  
BE9 - High Efficiency Toilets  
BE10 - Icnene  
BE11 - Insulated Windows  
BE12 - Loc Sourced Bldg Material  
BE13 - Low Flow Faucets  
BE14 - Low Flow Showerheads  
BE15 - Low-E Windows  
BE16 - Native Vegetation Ldscape  
BE17 - Passive Solar Features  
BE18 - Radiant Barrier Roof Deck  
BE19 - Rainwater Harvesting Syst  
BE20 - Reclaim Water Irrigation  
BE21 - Recycled Bldg Materials  
BE22 - SEER Rating 13-15  
BE23 - SEER Rating 16+  
BE24 - Smart Electric Panel  
BE25 - Solar Outdoor Lighting  
BE26 - Solar Tube Skylights  
BE27 - Structural Insul Panel

**DK-Utilities Provider**

DK1 - Central FL Electric Co-op  
DK2 - City  
DK3 - Clay Electric  
DK4 - Duke/Progress Energy

DK5 - Florida Power & Light  
DK6 - GRU  
DK7 - Suwannee Valley Co-op

**Utilities - Other**

DH1 - Cable TV Available  
DH2 - Comm/Neighborhood Well  
DH3 - Fuel Oil  
DH4 - Internet Available  
DH5 - LP/Bottle Gas  
DH6 - Metered Water - City  
DH7 - Metered Water - GRU  
DH8 - Metered Water -Kincaid Rd  
DH9 - Natural Gas  
DH10 - Septic  
DH11 - Septic - Aerobic  
DH12 - Septic - Raised  
DH13 - Sewer  
DH14 - Shared Well  
DH16 - Well on Property

**DB-Terms**

DB7 - Agent Has Pers Interest  
DB9 - Cash  
DB12 - Conventional  
DB13 - FHA  
DB15 - HUD/NAID# Required  
DB18 - May Exchange  
DB19 - May Lease Option  
DB20 - May Lease Purchase  
DB21 - May Owner Finance  
DB22 - May Pay Closing Costs  
DB23 - May Sell Furnished  
DB29 - Sold As Is  
DB30 - Title Ins Not Provided  
DB31 - Title Ins Provided  
DB32 - USDA  
DB33 - VA  
DB36 - Other

**AN-Docs Available**

AN1 - Aerial Photo(s)  
AN2 - Alarm Contract  
AN3 - Appraisal  
AN8 - Community/HOA Disclosure  
AN14 - Deed Restrictions  
AN17 - Elevation Certificate  
AN18 - Energy Certifications  
AN19 - Engineering Report  
AN20 - Flood Map(s)  
AN25 - Lead Paint Disclosure  
AN26 - Lease(s)

AN31 - Plat Map  
AN32 - Prior Title Policy  
AN35 - Road Maint. Agreement  
AN36 - Rules and Regs  
AN37 - Sellers Disclosure  
AN40 - Soil Test  
AN42 - Survey  
AN43 - Termite Contract

**BX-Neighborhood Amenities**

BX1 - Age 55+  
BX2 - Air Strip  
BX3 - Clubhouse  
BX4 - Curb  
BX5 - Deeded Water Access  
BX6 - Dog Park  
BX8 - Fitness Center/Gym  
BX9 - Gated  
BX10 - Gated with Security Guard  
BX11 - Golf Course  
BX12 - Green Space  
BX13 - Horses Permitted  
BX14 - Mass Transit Service  
BX16 - Playground  
BX17 - Pool  
BX18 - Restrictive Covenants  
BX19 - Sidewalks  
BX20 - Street Lights  
BX21 - Tennis Court(s)  
BX22 - Town Center  
BX23 - Trails  
BX24 - Underground Utilities  
BX25 - Water Access

**Stated HOA Fees Cover**

CX1 - All Neighborhd Amenities  
CX4 - Complete Landscape  
CX9 - Partial Landscape  
CX10 - Pest Control

**CP-Road Ownership**

CP1 - Association  
CP2 - City/County  
CP3 - Deeded Easement  
CP6 - Private  
CP7 - State  
CP8 - US Highway  
CP9 - Other

**AJ-Certifications**

AJ1 - Builder Challenge HomeDOE  
AJ2 - Energy Star



AJ3 - FGBC Bronze  
 AJ4 - FGBC Gold  
 AJ5 - FGBC Platinum  
 AJ6 - FGBC Silver  
 AJ7 - Florida Water Star  
 AJ8 - LEED Gold  
 AJ9 - LEED Platinum  
 AJ10 - LEED Silver  
 AJ11 - Net Zero-Zero Energy Home  
 AJ12 - NGBC Bronze  
 AJ13 - NGBC Emerald  
 AJ14 - NGBC Gold  
 AJ15 - NGBC Silver

AJ16 – Other

**DM-Waterfront Types**

DM1 - Canal  
 DM2 - Canal Access  
 DM3 - Canal Front  
 DM4 - Creek  
 DM5 - Creek Front  
 DM6 - Gulf Access  
 DM7 - Gulf Front  
 DM8 - Gulf View  
 DM9 - Lake Access

DM10 - Lakefront  
 DM11 - Ocean Access  
 DM12 - Ocean View  
 DM13 - Oceanfront  
 DM14 - Pond  
 DM15 - Pondfront  
 DM16 - River Access  
 DM17 - Riverfront  
 DM18 - Waterview  
 DM19 - Other  
 DM20 - None

### Compensation

**Transaction Broker Commission Amount:** \_\_\_\_\_ **Transaction Broker Commission Type:** \$ %

**Buyer Broker Fee:** \_\_\_\_\_ **Buyer Broker Commission Type:** \$ %

**Non-Representative Commission:** \_\_\_\_\_ **Non-Representative Commission Type:** \$ %

**Variable Rate Commission:** YES NO



**Listing Information**

**Listing Agent ID:** \_\_\_\_\_ **Listing Office ID:** \_\_\_\_\_

**CoListing Agent ID:** \_\_\_\_\_

**Listing Type:**  Exclusive Right w/Except  Exclusive Agency  Exclusive Bldr Master List Ag  Exclusive Right of Sale

**MLS Only Entry:**  YES  NO

**Agency:**  Non-Representative  Single Agency  Transaction Broker

**Limited Service Y/N:**  YES  NO

**Short Sale Y/N:**  YES  NO **Offer Submitted to Lender:**  YES  NO

**Auction:**  YES  NO

**Bank Owned:**  YES  NO  Undisclosed

**For Rent Y/N:**  YES  NO

**List Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Expire Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Asking Price:** \$ \_\_\_\_\_

**Currently Leased Y/N:**  YES  NO

**Lease End Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Rent Amount:** \$ \_\_\_\_\_

**Services Not Provided by LO:**  CT1 - Accept/Deliver Offers  CT2 - Advise Sellers  CT3 - Arrange Appointments

CT4 - Assess Seller w/Counters  CT5 - Negotiate on Sellers Behalf  CT6 - Present Offers  CT7 - Other

**Property on Internet Y/N:**  YES  NO

**Address on Internet Y/N:**  YES  NO

**Listhub YN:**  YES  NO

**Realtor.com Y/N:**  YES  NO

**Public Comments Blogging:**  YES  NO

**Automated Valuation:**  YES  NO

**Tax/Legal Information**

**School – Elementary:** \_\_\_\_\_ **School – Middle:** \_\_\_\_\_

**School – High:** \_\_\_\_\_

**School Info Source:**  Owner  Realist  School Board

**Date School Info Verified:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Parcel Number:** \_\_\_\_\_

**Taxes – Annual:** \$ \_\_\_\_\_ **Tax Jurisdiction:** \_\_\_\_\_

**Zoning:** \_\_\_\_\_ **Tax Year:** \_\_\_\_\_

**Ag Exemption:**  YES  NO **Last Year Ag Exemption Applied:** \_\_\_\_\_

**Seller(s) Name:** \_\_\_\_\_

**Legal Description:** [300 char] \_\_\_\_\_

**Sub- Type:**

Agricultural  Industrial  Residential-Exclusive Bld  Warehouse

Commercial  Multi-Family  Residential-Open Builder

Farm  Other  Timberland

**Land Use Designation:** \_\_\_\_\_

**Mineral Rights:**  YES  NO  Unknown **Right of Entry Barred:**  YES  NO

**Road Ownership:**  CP1 - Association  CP2 - City/County  CP3 - Deeded Easement  CP4 - Easement  
 CP5 - Interstate/Expressway  CP6 - Private  CP7 - State  CP8 - US Highway  CP9 - Other



**Location Information**

Street Prefix:  County Road  Highway  State Road  US Highway

Address: \_\_\_\_\_  
*Street #, Compass Point, Street Name, Suffix*

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_

Tax Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

Approximate Lot Dimensions: \_\_\_\_\_ Parcel Size [Acres]: \_\_\_\_\_

**Lot Info:**

- BT3 - Corner Lot
- BT5 - Cul-de-sac
- BT6 - Dead-end Street
- BT7 - Flag-shaped
- BT12 - Golf Course
- BT19 - Interior Lot
- BT20 - Irregular
- BT23 - Mostly Cleared/Grass
- BT26 - One-way Street
- BT27 - Pasture on Property
- BT28 - Pie-shaped
- BT30 - Rectangular-shaped
- BT32 - Square-shaped
- BT33 - Subject to Easement
- BT35 - Wooded Lot
- BT36 - Zero Lot Line
- BT38 - Other

**Property Access/Road Info:**

- CL1 - Culvert Installed
- CL2 - Curb and Gutter
- CL3 - Deeded Easement
- CL4 - Drainage
- CL5 - Easement
- CL7 - Limerock
- CL8 - Maintenance Agmt.
- CL9 - Paved
- CL10 - Private Road
- CL11 - Public Maintained
- CL12 - Road Maint. Agreement
- CL13 - Sidewalk
- CL15 - Dirt/Grass
- CL16 - Other

Directions: [300 char] \_\_\_\_\_

Nearest Main St/Rd: \_\_\_\_\_

**Property Details**

Association:  Mandatory  Voluntary  None Association Fee Amount: \$\_\_\_\_\_

Association Fee Paid:  Monthly  Quarterly  Yearly

Association Name: \_\_\_\_\_ Association Phone: \_\_\_\_\_

CDD Fee:  YES  NO

Management Co Name: \_\_\_\_\_ Management Co Phone: \_\_\_\_\_

Occupant(s) Name: \_\_\_\_\_

Occupant(s) 1st Contact #: \_\_\_\_\_ Occupant(s) 2nd Contact #: \_\_\_\_\_

Lockbox:  Combo  Supra  None Lockbox Location: \_\_\_\_\_

**Showing Instructions:**

- CU3 - Appt w/Owner/Tenant
- CU5 - Call LA for Map/Direction
- CU8 - Contact Listing Agent
- CU12 - Gate Code Needed
- CU14 - Key in Listing Office
- CU15 - Keysafe/No Call Necessary
- CU17 - Livestock on Premises
- CU19 - Pet on Premises
- CU21 - See Private Remarks
- CU22 - Sign on Property
- CU24 - Other



**Marketing**

Virtual Tour Unbranded 1: [250 char] \_\_\_\_\_

External Link Unbranded 1: [250 char] \_\_\_\_\_

External Link Unbranded 2: [250 char] \_\_\_\_\_

Virtual Tour Branded 1: [250 char] \_\_\_\_\_

External Link Branded 1: [250 char] \_\_\_\_\_

External Link Branded 2: [250 char] \_\_\_\_\_

**Remarks**

Public Remarks: [1250 char] \_\_\_\_\_

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Private Remarks: [750 char] \_\_\_\_\_

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\_\_\_\_\_

**Features**

**DM-Waterfront Types**

- DM1 - Canal
- DM2 - Canal Access
- DM3 - Canal Front
- DM4 - Creek
- DM5 - Creek Front
- DM6 - Gulf Access
- DM7 - Gulf Front
- DM8 - Gulf View
- DM9 - Lake Access
- DM10 - Lakefront
- DM11 - Ocean Access
- DM12 - Ocean View
- DM13 - Oceanfront
- DM14 - Pond
- DM15 - Pondfront
- DM16 - River Access
- DM17 - Riverfront
- DM18 - Waterview

- DM19 - Other
- DM20 - None

**CM-Property Info**

- CM1 - Deed Restrictions
- CM2 - Improvements Incomplete
- CM3 - Recorded Plat
- CM4 - Road Maint. Agreement
- CM5 - Site Plan Existing
- CM6 - Subject to Easement
- CM7 - Survey Existing
- CM8 - Taxed as Large Parcel
- CM9 - Unrecorded Subdivision
- CM10 - Other

**CK-Present Use**

- CK1 - Cattle Farm
- CK2 - Cleared
- CK3 - Cultivated

- CK4 - Groves/Orchard
- CK5 - Hardwoods
- CK6 - Horse Farm
- CK9 - Pasture
- CK10 - Pig Farm
- CK11 - Poultry Farm
- CK12 - Residential
- CK17 - Timberland
- CK20 - Other
- CK21 - None

**CH-Possible Best Use**

- CH1 - Agriculture
- CH2 - Commercial
- CH3 - Cropland
- CH4 - Grove/Orchard
- CH5 - Hotel/Motel
- CH6 - Industrial/Manufacturing
- CH7 - Livestock



CH8 - Mixed  
CH9 - Mobile Home  
CH10 - Mobile Home Park  
CH11 - Multi-Family Development  
CH12 - Office Building  
CH13 - Pasture  
CH14 - Retail  
CH15 - Shopping Center  
CH16 - Single Family Development  
CH17 - Single Family Lot  
CH18 - Timberland  
CH19 - Warehouse  
CH20 - Other

**BH-Improvements Incl**

BH1 - 1-5 Stall Barn  
BH2 - 5+ Stall Barn  
BH3 - Abandoned Building  
BH4 - Additional Septic  
BH5 - Additional Wells  
BH6 - Center Aisle Barn  
BH7 - Garage  
BH8 - Greenhouse  
BH9 - Irrigation System  
BH10 - Mobile Home  
BH11 - Outbuilding/Workshop  
BH12 - Pole Barn  
BH13 - Residence  
BH14 - Riding Ring  
BH15 - Round Pen  
BH16 - RV Hook Up  
BH17 - Sidewalks  
BH18 - Street Lights  
BH19 - Tack Room  
BH20 - Wash Rack  
BH21 - Other  
BH22 - None

**DC-Topography**

DC1 - Creek/Pond  
DC2 - Fill Needed  
DC3 - High/Dry  
DC4 - Level  
DC5 - Low  
DC6 - Mixed Topo  
DC7 - Rolling/Sloped  
DC8 - Other

**DD-Trees**

DD1 - Cleared  
DD2 - Fruit  
DD3 - Groves

DD4 - Hardwood  
DD5 - Heavily Wooded  
DD6 - Partially Wooded  
DD7 - Pecan/Nut  
DD8 - Planted Pines  
DD9 - Other  
DD10 - None

**DJ-Utilities on Site**

DJ1 - Cable TV  
DJ2 - Electric  
DJ3 - LP/Gas  
DJ4 - Septic  
DJ5 - Septic - Raised  
DJ6 - Sewer  
DJ7 - Underground Power  
DJ8 - Water Metered  
DJ9 - Water Metered - Private  
DJ10 - Well - 2 inch  
DJ11 - Well - 4 inch  
DJ12 - Well - Additional  
DJ13 - Well - Irrigation  
DJ14 - Other  
DJ15 - None

**DI-Utilities Available**

DI1 - Cable TV  
DI2 - Electric  
DI3 - LP/Gas  
DI4 - Natural Gas  
DI5 - Sewer  
DI6 - Water Metered  
DI7 - Water Metered - Private  
DI8 - Well  
DI9 - Well - Shared  
DI10 - Other  
DI11 - None

**BA-Fencing**

BA1 - Barbed Wire  
BA2 - Board (Horse)  
BA3 - Chain Link  
BA4 - Complete Perimeter  
BA6 - Concrete/Block  
BA7 - Cross  
BA8 - Electric  
BA9 - Mixed Height  
BA10 - Mixed Type  
BA12 - PVC  
BA13 - Rail  
BA14 - Split Rail  
BA16 - Wood

BA17 - Woven Wire  
BA18 - Woven Wire and Top Board  
BA19 - Other  
BA20 - None

**DB-Terms**

DB4 - 1st Mortgage  
DB5 - 2nd Mortgage  
DB9 - Cash  
DB11 - Contract for Deed  
DB18 - May Exchange  
DB19 - May Lease Option  
DB21 - May Owner Finance  
DB22 - May Pay Closing Costs  
DB27 - Possession Subj to Lease  
DB35 - Wrap Around  
DB36 - Other

**CZ-Surrounding Area**

CZ1 - Agricultural  
CZ2 - Commercial  
CZ3 - Industrial  
CZ4 - Mobile Home  
CZ5 - Public Land  
CZ6 - Recreational  
CZ7 - Residential  
CZ8 - Other

**AZ-Fees/Due Construction**

AZ1 - Addl Sewer/Water Fees  
AZ2 - Electrical Hookup Fee  
AZ3 - Gas Hookup Fee  
AZ4 - Impact Fees  
AZ5 - Sewer Cap Fee  
AZ6 - Unknown  
AZ7 - Water Cap Fee  
AZ8 - Water Meter Fee  
AZ9 - None

**CS-Sale Option**

CS1 - Lease Option  
CS2 - Sale/Lease Back  
CS3 - Will Build to Suit  
CS4 - Will Divide  
CS5 - Will Not Divide  
CS6 - Other

**AM-Deed Restrictions**

AM1 - Architecture Approval  
AM2 - Association Approval  
AM3 - Cannot Divide  
AM4 - Horses Permitted



AM5 - Min. Sq. Footage Req  
 AM6 - Mobile Home Allowed  
 AM7 - Temporary Mobile Home  
 AM8 - Other  
 AM9 - None

**CN-Railroad Service**

CN1 - No Rail Service  
 CN2 - On Siding  
 CN3 - Potential  
 CN4 - Rail Service  
 CN5 - Other

**BX-Neighborhood Amenities**

BX1 - Age 55+  
 BX2 - Air Strip  
 BX3 - Clubhouse  
 BX4 - Curb  
 BX5 - Deeded Water Access  
 BX6 - Dog Park  
 BX7 - Equestrian Community

BX8 - Fitness Center/Gym  
 BX9 - Gated  
 BX10 - Gated with Security Guard  
 BX11 - Golf Course  
 BX12 - Green Space  
 BX14 - Mass Transit Service  
 BX16 - Playground  
 BX17 - Pool  
 BX18 - Restrictive Covenants  
 BX19 - Sidewalks  
 BX20 - Street Lights  
 BX21 - Tennis Court(s)  
 BX22 - Town Center  
 BX23 - Trails  
 BX24 - Underground Utilities  
 BX25 - Water Access  
 BX27 - None

**AN-Docs Available**

AN1 - Aerial Photo(s)  
 AN3 - Appraisal

AN8 - Community/HOA Disclosure  
 AN14 - Deed Restrictions  
 AN17 - Elevation Certificate  
 AN19 - Engineering Report  
 AN20 - Flood Map(s)  
 AN22 - Home Owners Association  
 AN25 - Lead Paint Disclosure  
 AN26 - Lease(s)  
 AN29 - Perc Test  
 AN31 - Plat Map  
 AN35 - Road Maint. Agreement  
 AN37 - Sellers Disclosure  
 AN38 - Site Plan  
 AN39 - Soil Boring  
 AN42 - Survey  
 AN44 - Topographical Map  
 AN45 - Other  
 AN46 - None

**Compensation**

**Transaction Broker Commission Amount:** \_\_\_\_\_ **Transaction Broker Commission Type:** \$ %

**Buyer Broker Fee:** \_\_\_\_\_ **Buyer Broker Commission Type:** \$ %

**Non-Representative Commission:** \_\_\_\_\_ **Non-Representative Commission Type:** \$ %

**Variable Rate Commission:** YES NO