



# Residential Income Listing Form



**\*\* This printable profile form is not compatible with our integration functionality (such as being able to upload data from the form to the MLS or auto-filling fields in the form from the MLS or public record databases). \*\***

**\*Required**

## Agent/ Office Info

\*List Agent Name \_\_\_\_\_ \*List Agent MLS ID \_\_\_\_\_ \*List Agent Phone \_\_\_\_\_

\*Office ID \_\_\_\_\_ \*List Office Name \_\_\_\_\_

\*Contact Name \_\_\_\_\_ \*Contact Phone \_\_\_\_\_ Contact Phone Ext. Only \_\_\_\_\_

## Co-Agent Info

Co-List Agent Name \_\_\_\_\_ Co-List Agent MLS ID \_\_\_\_\_ Co-List Agent Phone \_\_\_\_\_

Co-List Office ID \_\_\_\_\_ Co-List Office Name \_\_\_\_\_

## Address

\*County \_\_\_\_\_ \*Property ID \_\_\_\_\_

\*Street # \_\_\_\_\_ Pre Direction \_\_\_\_\_ \*Street Name \_\_\_\_\_ Street Type \_\_\_\_\_

\*City/ Village/ Twp \_\_\_\_\_ \*Municipality Name \_\_\_\_\_

\*Mailing City Name \_\_\_\_\_ \*State \_\_\_\_\_ \*Zip Code \_\_\_\_\_ Zip +4 \_\_\_\_\_

## Listing

\*Price \_\_\_\_\_

<p><b>*Access</b> Maximum 1 choice</p> <p><input type="checkbox"/> Appointment Only</p> <p><input type="checkbox"/> Appointment/ Key</p> <p><input type="checkbox"/> Appointment/ Lockbox</p> <p><input type="checkbox"/> Key In Office</p> <p><input type="checkbox"/> Lockbox</p> <p><input type="checkbox"/> See Remarks</p>	<p><b>Lockbox Location</b> Maximum 1 choice</p> <p><input type="checkbox"/> Call Listing Agent</p> <p><input type="checkbox"/> Front Door</p> <p><input type="checkbox"/> Garage Door</p> <p><input type="checkbox"/> No Key Safe</p> <p><input type="checkbox"/> See Remarks</p> <p><input type="checkbox"/> Side Gate</p> <p><input type="checkbox"/> Vault</p>	<p><input type="checkbox"/> Call Listing Office</p> <p><input type="checkbox"/> Front Gate</p> <p><input type="checkbox"/> Gas Meter</p> <p><input type="checkbox"/> Rear Door</p> <p><input type="checkbox"/> Side Door</p> <p><input type="checkbox"/> Sign Post</p> <p><input type="checkbox"/> Water Pipe</p>	<p><b>*Ownership Status</b> Maximum 4 choice (Short sale Y/N and Ownership required)</p> <p><input type="checkbox"/> Agent Owned</p> <p><input type="checkbox"/> Corporate/ Relocation</p> <p><input type="checkbox"/> Government Owned</p> <p><input type="checkbox"/> Standard</p> <p><input type="checkbox"/> Short Sale- No</p>	<p><input type="checkbox"/> Auction</p> <p><input type="checkbox"/> Fannie MAE/ Freddie MAC</p> <p><input type="checkbox"/> Real Estate Owned</p> <p><input type="checkbox"/> Short Sale</p>	<p><b>*Occupant Type</b> Maximum 1 choice</p> <p><input type="checkbox"/> Owner</p> <p><input type="checkbox"/> Tenant</p> <p><input type="checkbox"/> Vacant</p> <p><input type="checkbox"/> Multiple Occupant Types</p>
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**\*Possession**

At Close

Close Plus 2 Days

Close Plus 6 to 15 Days

Close Plus 30 Days

Negotiable

See Remarks

Subject to Tenant Rights

Close Plus 1 Day

Close Plus 3 to 5 Days

Close Plus 16 to 29 Days

Close Plus 31 to 60 Days

Rental Agreement

Seller Rent Back

\*Signatures On File (Select at most 1)  No  Yes

# Location and Tax

\*Area # \_\_\_\_\_ Side of Street \_\_\_\_\_ \*Cross Streets \_\_\_\_\_

**\*Directions**

**\*Legal Description**

\_\_\_\_\_  
**\*Summer Tax**      **\*Winter Tax**      **Special/Other Assessment Amount**      **Special/Other Assessment Reason**

\_\_\_\_\_  
**\*SEV**      **Taxable Value**      **Subdivision**      **\*School District**

## Lot

\*Lot Dimensions \_\_\_\_\_ Road Frontage Feet \_\_\_\_\_ Acres \_\_\_\_\_

**\*Road (No Maximum)**

- Alley
- Cul-De-Sac
- Dirt
- Gravel
- Highway
- Paved
- Private Road
- Other

**\*Water (Select at most 2)**

- 3rd Party Unknown
- Community
- Public
- Water at Street
- Well
- Well-Needed
- None
- Other

**\* Sewer (Select at most 2)**

- Public
- Septic Needed
- Septic Tank
- Sewer at Street
- Shared Septic
- Unknown

**Water Facilities & Features (Select at most 14)**

- Across the Road Water Frontage
- Beach Front
- Canal Front
- Dock Facilities
- Lake Privileges
- Ocean Front
- River Access
- Shared Water Frontage
- Waterfront
- All Sports Lake
- Boat Facilities
- Creek
- Lagoon
- Navigable Water
- Pond
- River Front
- Stream
- Beach Access
- Canal Access
- Direct Water Frontage
- Lake Front
- No Motor Lake
- Private Water Frontage
- Seawall
- Swim Association

Body of Water Name \_\_\_\_\_ Water Frontage Feet \_\_\_\_\_

**Community Features**

- Clubhouse
- Golf
- Sidewalks

**Fencing**

- Back Yard
- Fenced
- Fencing Allowed
- Fencing Not Allowed
- Fencing Required with Pool
- Front Yard
- Invisible

**Other Structures (i.e. Out Buildings)**

- Cabana
- Kennel/ Dog Run
- Pole Barn
- Second Garage
- Shed(s) Allowed
- Gazebo
- Outbuilding(s) Allowed
- Poultry Coop
- Shed(s)
- Other

**\*Pool Features**

- (Required for Single Family Res. Only)**
- Above Ground
  - Community
  - In Ground
  - Indoor
  - Outdoor Pool
  - None

**\*Zoning (Select at most 4)**

- Agricultural
- Heavy Industry
- Multi-Family
- Office
- Residential
- Commercial
- Light Industry
- Multiple
- Recreation

**\*Disclosures**

**(Homestead Exemption Status & Actual or Projected Income Required)**

- Actual Income
- Annual Property Op. Data Avail.
- Conforms to Zoning
- Encroachment
- Exclusion(s) Exist
- No Inventory Included
- No Inventory List Available
- No Legal Rental Certification
- No Restrictions
- Taxes Not Homestead Exempt
- Projected Income
- Annual Property Operating Data Not Available
- Non-Conforming Zoning
- No Encroachment
- Exclusion(s) Do Not Exist
- Inventory List Available
- Legal Rental Certified
- Restrictions
- Taxes Partially Homestead Exempt

Soil Type \_\_\_\_\_

\*Year Built \_\_\_\_\_ Year Remodeled \_\_\_\_\_ \*Above Grade Finished SqFt \_\_\_\_\_

**\*Source Bldg Sq Ft**

- Appraiser
- Assessor
- Builder
- Estimated
- Measured
- Owner
- Plans
- Prior Listing
- Public Records
- See Remarks
- Other

**\*Architectural Style (Select at most 15)**

- A-Frame
- Art Deco
- Brownstone
- Bungalow
- Cape Cod
- Carriage House
- Colonial
- Common Entry Building
- Contemporary
- Cottage
- Country French
- Craftsman
- Creole
- Duplex
- Dutch Colonial
- Early American
- Earth Home
- End Unit
- Farmhouse
- Federal
- Garrison Colonial
- Georgian
- Gothic Revival
- Greek Revival
- High Rise
- Historic
- Italianate
- Loft
- Log Home
- Monterey
- Neoclassical
- Prairie
- Pueblo
- Quadruplex
- Queen Anne
- Raised Ranch
- Ranch
- Regency
- Saltbox
- Second Empire
- Shingle Style
- Shotgun
- Stick
- Townhouse
- Triplex
- Traditional
- Tudor
- Tuscan
- Upper/Lower Apartment
- Victorian
- Williamsburg
- Other

**\*Levels**

- One
- One and One Half
- Two
- Three
- 4-10 Story
- 11+ Story
- Other

**\*Exterior**

- Aluminum Siding
- Asbestos
- Asphalt
- Block
- Brick
- Brick Veneer
- Cedar
- Concrete
- Log
- Metal Siding
- Shingle Siding
- Steel Siding
- Stone
- Stucco
- Vinyl Siding
- Wood Siding
- Other

**Exterior Features**

- Awning(s)
- Balcony
- Basketball Court
- Chimney Cap(s)
- ES Qualified Skylights
- ES Qualified Solar Light Tubes
- Gate House
- Gutter Guard System
- Lighting
- Permeable Paving
- Playground
- Private Entrance
- Rain Barrel/Cistern(s)
- Spa/ Hot-tub
- Tennis Court
- Used WaterSense Irrig. Partner
- WaterSense Labeled Irrigation Controller

**Patio and Porch Features**

- Breezeway
- Covered
- Deck
- Enclosed
- Patio
- Porch
- Terrace

**Security Features**

- 24 Hour Security
- Building Security
- Carbon Monoxide Detector(s)
- Closed Circuit Camera(s)
- Exterior Video Surveillance
- Fire Alarm
- Fire Escape
- Fire Sprinkler System
- Firewall(s)
- Gated Community
- Security Patrol
- Security System Leased
- Security System Owned
- Smoke Detector(s)
- Other

**Electric**

- 100 Amp Service
- 220 Volts
- Circuit Breakers
- Energy Management System
- Fuses
- Generator
- Utility Smart Meter

**\*Garage and Parking Features (Select at most 13)**

- Garage
- Assigned
- Carport
- Electric Vehicle Charging Station(s)
- Lighted
- Off Site
- On Street
- Oversized
- Parking Lot
- Parking Pad
- Parking Structure
- Paved
- Permit Required
- Shared Driveway
- Unassigned
- Other

# of Parking Spaces \_\_\_\_\_

**Roof Material**

- Asphalt
- Built-Up
- Composition
- ENERGY STAR Shingles
- Green Roof
- Metal
- Rubber
- Slate
- Tile
- White Roof
- Wood
- Other

**Utilities**

- Above Ground
- Cable Available
- Underground

# Interior Features

## Accessibility Features (select at most 15)

- |  |  |   |  |
|--|--|---|--|
| <input type="checkbox"/> Accessible Approach with Ramp | <input type="checkbox"/> Accessible Bedroom                | <input type="checkbox"/> Accessible Central Living Area     | <input type="checkbox"/> Accessible Closets              |
| <input type="checkbox"/> Accessible Common Area        | <input type="checkbox"/> Accessible Doors                  | <input type="checkbox"/> Accessible Elec. & Enviro. Cntrls. | <input type="checkbox"/> Accessible Elevator Installed   |
| <input type="checkbox"/> Accessible Entrance           | <input type="checkbox"/> Accessible for Hearing-Impairment | <input type="checkbox"/> Accessible Full Bath               | <input type="checkbox"/> Accessible Hallway(s)           |
| <input type="checkbox"/> Accessible Kitchen            | <input type="checkbox"/> Accessible Kitchen Appliances     | <input type="checkbox"/> Accessible Stairway                | <input type="checkbox"/> Accessible Washer/Dryer         |
| <input type="checkbox"/> Adaptable Bathroom Walls      | <input type="checkbox"/> Adaptable For Elevator            | <input type="checkbox"/> Ceiling Track                      | <input type="checkbox"/> Central Living Area             |
| <input type="checkbox"/> Common Area                   | <input type="checkbox"/> Customized Wheelchair Accessible  | <input type="checkbox"/> Elec. Environmental Controls       | <input type="checkbox"/> Enhanced Accessible             |
| <input type="checkbox"/> Exterior Wheelchair Lift      | <input type="checkbox"/> Grip-Accessible Features          | <input type="checkbox"/> Reinforced Floors                  | <input type="checkbox"/> Safe Emergency Egress from Home |
| <input type="checkbox"/> Smart Technology              | <input type="checkbox"/> Stair Lift                        | <input type="checkbox"/> Standby Generator                  | <input type="checkbox"/> Therapeutic Whirlpool           |
| <input type="checkbox"/> Visitable                     | <input type="checkbox"/> Visitor Bathroom                  | <input type="checkbox"/> Walker-Accessible Stairs           | <input type="checkbox"/> Other Accessibility Features    |

## Water Heater Fuel (select at most 2)

- Common  
 Electric  
 ES Qualified Water Heater  
 Geothermal  
 Heat Pump  
 High-Efficiency/Sealed Water Heater  
 Natural Gas  
 Oil  
 Propane  
 Separate Meters  
 Solar  
 Tankless

## Cooling (Select at most 4)

- Attic Fan  
 Ceiling Fan(s)  
 Central Air  
 Chiller Cooling System  
 ES Qualified Ceiling Fan(s)  
 ES Qualified Equipment  
 ES/ACCI RSI Qualified Install.  
 Evaporative Cooling  
 Heat Pump  
 Separate Meter  
 Wall Unit(s)  
 Window Unit(s)

## \*Heating (Select at most 4; Choose heating delivery method and fuel type (i.e. Radiant,Propane)

- |  |   |
|--|---|
| <input type="checkbox"/> Baseboard                       | <input type="checkbox"/> ES Qualified Furnace Equipment |
| <input type="checkbox"/> ES/ACCA RSI Qualified Install.  | <input type="checkbox"/> Forced Air                     |
| <input type="checkbox"/> Gravity                         | <input type="checkbox"/> Heat Pump                      |
| <input type="checkbox"/> High Efficiency Sealed Combust. | <input type="checkbox"/> Hot Water                      |
| <input type="checkbox"/> Radiant                         | <input type="checkbox"/> Separate Meters                |
| <input type="checkbox"/> Space Heater                    | <input type="checkbox"/> Steam                          |
| <input type="checkbox"/> Wall Furnace                    | <input type="checkbox"/> Zoned                          |
| <input type="checkbox"/> Other Heating Source            | <input type="checkbox"/> Coal                           |
| <input type="checkbox"/> Electric                        | <input type="checkbox"/> Geothermal                     |
| <input type="checkbox"/> Natural Gas                     | <input type="checkbox"/> Oil                            |
| <input type="checkbox"/> Propane                         | <input type="checkbox"/> Solar                          |
| <input type="checkbox"/> Wood                            |   |

## Interior Features

- |   |   |
|---|---|
| <input type="checkbox"/> Central Vacuum               | <input type="checkbox"/> Dual-Flush Toilet(s)             |
| <input type="checkbox"/> Elevator                     | <input type="checkbox"/> ES Qualified Door(s)             |
| <input type="checkbox"/> ES Qualified Exhaust Fan(s)  | <input type="checkbox"/> ES Qualified Light Fixture(s)    |
| <input type="checkbox"/> Entrance Foyer               | <input type="checkbox"/> High Speed Internet              |
| <input type="checkbox"/> Jetted Tub                   | <input type="checkbox"/> Programmable Thermostat          |
| <input type="checkbox"/> Sound System                 | <input type="checkbox"/> Spa/ Hot-tub                     |
| <input type="checkbox"/> WaterSense Labeled Faucet(s) | <input type="checkbox"/> WaterSense Labeled Showerhead(s) |
| <input type="checkbox"/> WaterSense Labeled Toilet(s) | <input type="checkbox"/> Wet Bar                          |
| <input type="checkbox"/> Other                        |   |

## Laundry Features

- Common Area  
 Electric Dryer Hookup  
 Gas Dryer Hookup  
 In Unit  
 Laundry Room  
 Washer Hookup  
 None  
 Other

## Pets Allowed (required if condominium)

- |   |                                       |
|---|---------------------------------------|
| <input type="checkbox"/> Breed Restrictions | <input type="checkbox"/> Call         |
| <input type="checkbox"/> Cats OK            | <input type="checkbox"/> Dogs OK      |
| <input type="checkbox"/> No                 | <input type="checkbox"/> Number Limit |
| <input type="checkbox"/> Size Limit         | <input type="checkbox"/> Yes          |

## Other Equipment

- Air Purifier  
 Dehumidifier  
 Intercom  
 Satellite Dish

## Window Features

- Egress Window(s)  
 ENERGY STAR Qualified Windows

# Foundation

## \*Foundation Details

(Select the Foundation type and material (i.e. Basement, Poured)

- |  |   |
|--|---|
| <input type="checkbox"/> Basement                  | <input type="checkbox"/> Crawl Space              |
| <input type="checkbox"/> Heavy Duty Footings       | <input type="checkbox"/> Michigan Basement        |
| <input type="checkbox"/> Pilings                   | <input type="checkbox"/> Pillar/Post/Pier         |
| <input type="checkbox"/> Slab                      | <input type="checkbox"/> Block                    |
| <input type="checkbox"/> Brick/Mortar              | <input type="checkbox"/> Poured                   |
| <input type="checkbox"/> Stone                     | <input type="checkbox"/> Wood                     |
| <input type="checkbox"/> Active Radon Mitigation   | <input type="checkbox"/> Drainage System          |
| <input type="checkbox"/> Insulating Concrete Forms | <input type="checkbox"/> Passive Radon Mitigation |
| <input type="checkbox"/> Sealed Foundation         | <input type="checkbox"/> Sump Pump                |

## Basement Description (Select at most 7)

(If basement, must select finished, unfinished or part. finished)

- |   |  |
|---|--|
| <input type="checkbox"/> Full                   | <input type="checkbox"/> Partial               |
| <input type="checkbox"/> Interior Entry         | <input type="checkbox"/> Walk-Out Access       |
| <input type="checkbox"/> Walk-Up Access         | <input type="checkbox"/> Finished              |
| <input type="checkbox"/> Partially Finished     | <input type="checkbox"/> Unfinished            |
| <input type="checkbox"/> Common                 | <input type="checkbox"/> Common Storage Locker |
| <input type="checkbox"/> Daylight               | <input type="checkbox"/> Private               |
| <input type="checkbox"/> Private Storage Locker | <input type="checkbox"/> Bath/Stubbed          |

Finished Basement Sq Ft \_\_\_\_\_

Total Basement Sq Ft \_\_\_\_\_



## Lease/Investment

\*Existing Lease?  No  Yes

\_\_\_\_\_  
\*Monthly Rental Income

\_\_\_\_\_  
\*Annual Gross Income

\_\_\_\_\_  
Annual Operating Expense

\_\_\_\_\_  
\*Net Annual Income

### Rent Includes

- |   |  |                                      |
|---|--|--------------------------------------|
| <input type="checkbox"/> Association Fee      | <input type="checkbox"/> Cable TV            | <input type="checkbox"/> Electricity |
| <input type="checkbox"/> Heat                 | <input type="checkbox"/> Int Maint W/Deduct  | <input type="checkbox"/> Internet    |
| <input type="checkbox"/> Maintenance Off-Site | <input type="checkbox"/> Maintenance On-Site | <input type="checkbox"/> Sewer       |
| <input type="checkbox"/> Snow Removal         | <input type="checkbox"/> Trash Collection    | <input type="checkbox"/> Water       |
| <input type="checkbox"/> Yard Maintenance     | <input type="checkbox"/> Other               |                                      |

## Terms

\_\_\_\_\_  
\*Protection Period

### Listing Exemptions

Excluded Parties

### \*Listing Type

- Maximum 1 choice
- Exclusive Agency
- Exclusive Right to Sell

### \*Level of Service

- Maximum 1 choice
- Entry Only
- Full Service
- Limited Service

### \*Services Offered

- If Limited Service, check at least one
- Accept/Present Offers
- Advise on Offers
- Arrange Appointments
- Assist with Counteroffers
- Negotiate for Seller

### \*Terms Offered

- |  |   |
|--|---|
| <input type="checkbox"/> Assumable           | <input type="checkbox"/> Cash             |
| <input type="checkbox"/> Contract            | <input type="checkbox"/> Conv. Blend Rt   |
| <input type="checkbox"/> Conventional        | <input type="checkbox"/> Covenant Deed    |
| <input type="checkbox"/> FHA                 | <input type="checkbox"/> FHA 203K         |
| <input type="checkbox"/> Owner May Carry     | <input type="checkbox"/> Quit Claims Deed |
| <input type="checkbox"/> Trade/1031 Exchange | <input type="checkbox"/> USDA Loan        |
| <input type="checkbox"/> VA Loan             | <input type="checkbox"/> Warranty Deed    |

\_\_\_\_\_  
Land Contract Down Payment

\_\_\_\_\_  
Land Contract Interest Rate

\_\_\_\_\_  
Land Contract Monthly Payment

\_\_\_\_\_  
Land Contract Term (# Mths)

## Remarks

**NOTICE:** In the Remarks fields you **SHALL NOT:** (i) make offers of broker compensation; (ii) disclose broker compensation; (iii) represent brokerage services are free; or (iv) make any concession or other offer limited to or conditioned on the retention of or payment to another broker or representative.

### Public Remarks

### Agent Only Remarks

**Green Energy Efficient**

- Appliances
- Construction
- Doors
- Exposure/Shade
- HVAC
- Incentives
- Insulation
- Lighting
- Roof
- Thermostat
- Water Heater
- Windows

**Green Energy Generation**

- Grid-Tied
- Net-Metering Renewable Energy Credits
- Off-Grid
- Pre-Wired For PV Solar
- Pre-Wired For Wind Turbine(s)
- PV Solar Array(s) 3rd-Party Owned
- PV Solar Array(s) Direct Ownership
- Solar
- Wind

**Green Sustainability (Select 6)**

- Conserving Methods
- Onsite Recycling Center
- Recyclable Materials
- Recycled Materials
- Regionally-Sourced Materials
- Renewable Materials
- Salvaged Materials

**Green Indoor Air Quality**

- Contaminant Control
- Integrated Pest Management
- Moisture Control
- Ventilation

**Green Water Conservation**

- Efficient Hot Water Distribution
- Gray Water System
- Green Infrastructure
- Low-Flow Fixtures
- Water Recycling
- Water-Smart Landscaping

**Verification Type**

- Certified Passive House
- ENERGY STAR® Certified Home
- EnerPHit
- HERS® Index Score
- Home Energy Score
- Home Energy Upgrade Certificate of Energy Efficiency Improvements
- Home Energy Upgrade Certificate of Energy Efficiency Performance
- Home Performance With ENERGY STAR®
- Indoor airPLUS
- LEED For Homes
- Living Building Challenge
- NGBS New Construction
- NGBS Small Projects Remodel
- NGBS Whole-Home Remodel
- PHIUS+
- WaterSense®
- Zero Energy Ready Home

**Verification Body**

- Environmental Protection Agency (EPA)
- Home Innovation Research Lab
- Local /Regional /State Utility Program
- Residential Energy Services Network (RESNET)
- U.S. Department of Energy (DOE)
- U.S. Green Building Council (USGBC)

**Verification Source**

- Administrator
- Assessor
- Builder
- Contractor or Installer
- Green Built Michigan
- Owner
- Program Sponsor
- Program Verifier
- Public Records
- See Remarks
- Other

Verification Type

Verification Status

Verification Year

Verification Source

Verification Metric

Complete or In-Process

Verification Body

Verification URL

Verification Rating

Verification Version

Verification Type

Verification Status

Verification Year

Verification Source

Verification Metric

Complete or In-Process

Verification Body

Verification URL

Verification Rating

Verification Version

## Internet Permissions

- Permit Internet distribution?  No  Yes   
 Permit address display on Internet syndication sites?  No  Yes   
 Permit AVM display on VOWs and IDX sites?  No  Yes  
 Permit public customer commenting on Internet syndication sites?  No  Yes   
 Permit listing display on GLR public facing websites and mobile apps?  No  Yes

## Add Virtual Tour

Virtual Tour Type: 3D Tour, Drone Tour, Floor Plan, Photo Slide Show, Video, Virtual Reality (VR)

Unbranded Virtual Tour Media URL \_\_\_\_\_

Virtual Tour Type \_\_\_\_\_

Branded Virtual Tour Media URL \_\_\_\_\_

Virtual Tour Type \_\_\_\_\_

## Dates and Status

\*List Date

\*Expiration Date

Owner(s) agree that the above information is accurate and complete to the best of the Owner's knowledge

\_\_\_\_\_  
\*AGENT'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
\*SELLER'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
\*SELLER'S SIGNATURE

\_\_\_\_\_  
DATE

\* Information above is believed to be accurate but not warranted