

# RESIDENTIAL / CONDO LISTING FORM



**\* Required Fields**

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

AGENT/OFFICE

\* LIST AGENT ID # \_\_\_\_\_ \* AGENT PHONE \_\_\_\_\_

\* LIST OFFICE ID # \_\_\_\_\_

\* CONTACT NAME \_\_\_\_\_ \* CONTACT PHONE \_\_\_\_\_

CO-LISTER ID# \_\_\_\_\_ CO-LISTER PHONE \_\_\_\_\_

PRICE & OWNERSHIP

SINGLE FAMILY RESIDENTIAL     CONDOMINIUM    \*  FOR SALE (Use the RS/Condo Lease form for lease listings)

**\* ACCESS**    **\* OWNERSHIP**    **\* LIST PRICE \$** \_\_\_\_\_

Maximum 1 choice    Maximum 1 choice

APPOINTMENT     BANK OWNED    **\* IS THIS A SHORT SALE?**    \_\_\_\_\_ YES \_\_\_\_\_ NO

APPOINTMENT/KEY     CORPORATE/RELO.    **\* IS A HOME WARRANTY OFFERED?**    \_\_\_\_\_ YES \_\_\_\_\_ NO

APPOINTMENT/LOCKBOX     FANNIE MAE/FREDDIE MAC

KEY     GOVERNMENT

LOCKBOX     PRIVATE

SEE REMARKS    **\* POSSESSION** \_\_\_\_\_

PUBLIC RECORD AND ADDRESS

\* COUNTY \_\_\_\_\_ \* PROPERTY ID \_\_\_\_\_ \* AREA # \_\_\_\_\_

\* ADDRESS \_\_\_\_\_ \* STREET # \_\_\_\_\_ ST DIR \_\_\_\_\_ \* STREET NAME \_\_\_\_\_ STREET TYPE \_\_\_\_\_ POST DIR \_\_\_\_\_ SIDE OF STREET \_\_\_\_\_

UNIT/SUITE # \_\_\_\_\_ (condo only)    BUILDING # \_\_\_\_\_ (condo only)

CITY    -

\*  VILLAGE \_\_\_\_\_ \* MUNICIPALITY NAME \_\_\_\_\_ \* MAILING CITY NAME \_\_\_\_\_ \* STATE \_\_\_\_\_ \* ZIP CODE \_\_\_\_\_ ZIP + 4 \_\_\_\_\_

TOWNSHIP \_\_\_\_\_

\*  NORTH \_\_\_\_\_ \*  EAST \_\_\_\_\_

SOUTH \_\_\_\_\_ \* NORTH/SOUTH CROSS STREET \_\_\_\_\_ \*  WEST \_\_\_\_\_ \* EAST/WEST CROSS STREET \_\_\_\_\_

\* DIRECTIONS \_\_\_\_\_

\* LEGAL DESCRIPTION \_\_\_\_\_

\* TAXES \_\_\_\_\_ \* ARE TAXES HOMESTEAD? \_\_\_\_\_ YES \_\_\_\_\_ NO

\* SUMMER TAXES    \* WINTER TAXES    SPECIAL ASSESSMENT AMOUNT AND REASON

SUBDIVISION \_\_\_\_\_ \* SCHOOL DISTRICT \_\_\_\_\_

LOT AND LAND INFORMATION

\* LOT DIMENSIONS \_\_\_\_\_ FRONT X LEFT X BACK X RIGHT X OTHER (residential only)    ROAD FRONTAGE FEET \_\_\_\_\_ (residential only)    ACRES \_\_\_\_\_ (residential only)

<p><b>* ROAD</b></p> <p>No maximum</p> <p><input type="checkbox"/> GRAVEL</p> <p><input type="checkbox"/> PAVED</p> <p><input type="checkbox"/> PRIVATE</p> <p><input type="checkbox"/> PUBLIC SIDEWALK</p>	<p><b>* WATER</b></p> <p>Maximum 2 choices</p> <p><input type="checkbox"/> 3RD PARTY/ UNKNOWN</p> <p><input type="checkbox"/> COMMUNITY</p> <p><input type="checkbox"/> MUNICIPAL WATER</p> <p><input type="checkbox"/> WATER AT STREET</p> <p><input type="checkbox"/> WELL-EXISTING</p> <p><input type="checkbox"/> OTHER/NONE</p> <p><b>* SEWER</b></p> <p>Maximum 2 choices</p> <p><input type="checkbox"/> 3RD PARTY/ UNKNOWN</p> <p><input type="checkbox"/> COMMON SEPTIC</p> <p><input type="checkbox"/> SEPTIC-EXISTING</p> <p><input type="checkbox"/> SEWER AT STREET</p> <p><input type="checkbox"/> SEWER-SANITARY</p>	<p><b>WATER FACILITIES</b></p> <p>Maximum 3 choices</p> <p><input type="checkbox"/> CANAL FRONTAGE</p> <p><input type="checkbox"/> CREEK</p> <p><input type="checkbox"/> LAKE FRONTAGE</p> <p><input type="checkbox"/> LAKE/RIVER PRIV.</p> <p><input type="checkbox"/> POND</p> <p><input type="checkbox"/> RIVER FRONTAGE</p> <p>_____</p> <p><b>BODY OF WATER NAME</b></p> <p>_____</p> <p><b>WATER FRONTAGE FEET</b></p> <p>_____</p>	<p><b>WATER FEATURES</b></p> <p>No maximum</p> <p><input type="checkbox"/> ALL SPORTS LAKE</p> <p><input type="checkbox"/> BOAT FACILITIES</p> <p><input type="checkbox"/> DOCK FACILITIES</p> <p><input type="checkbox"/> SEA WALL</p> <p><input type="checkbox"/> SWIM ASSOC.</p>	<p><b>CONSTRUCTION FEAT.</b></p> <p>No maximum</p> <p><input type="checkbox"/> CONSTRUCTION TO START UPON SALE</p> <p><input type="checkbox"/> MODEL FOR SALE</p> <p><input type="checkbox"/> MODEL NOT FOR SALE</p> <p><input type="checkbox"/> NEW CONSTRUCTION</p> <p><input type="checkbox"/> PERMIT READY</p> <p><input type="checkbox"/> PLATTED SUB</p> <p><input type="checkbox"/> QUICK DELIVERY HOME</p> <p><input type="checkbox"/> SITE CONDO (res only)</p>	<p><b>SITE DESCRIPTION</b></p> <p>No maximum</p> <p><input type="checkbox"/> 55+ COMMUNITY</p> <p><input type="checkbox"/> CERTIFIED WILDLIFE LANDSCAPE</p> <p><input type="checkbox"/> CORNER LOT</p> <p><input type="checkbox"/> EASEMENT</p> <p><input type="checkbox"/> FARM (res only)</p> <p><input type="checkbox"/> GATED COMMUNITY</p> <p><input type="checkbox"/> GOLF COMMUNITY</p> <p><input type="checkbox"/> GOLF FRONTAGE</p> <p><input type="checkbox"/> HILLY-RAVINE</p> <p><input type="checkbox"/> IRREGULAR</p> <p><input type="checkbox"/> LAKE VIEW</p> <p><input type="checkbox"/> LEVEL</p> <p><input type="checkbox"/> MOBILE HOME PARK</p> <p><input type="checkbox"/> NATIVE PLANTS</p> <p><input type="checkbox"/> NORTH WINDBREAKS</p> <p><input type="checkbox"/> SOUTH/WEST SHADING</p> <p><input type="checkbox"/> SPLITS AVAILABLE</p> <p><input type="checkbox"/> VACATION HOME</p> <p><input type="checkbox"/> VEGETATED SWALE</p> <p><input type="checkbox"/> WETLAND/SWAMP</p> <p><input type="checkbox"/> WOODED</p>
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% WOODED \_\_\_\_\_ % TILED \_\_\_\_\_

% TILLABLE \_\_\_\_\_ SOIL TYPE \_\_\_\_\_

# RESIDENTIAL / CONDO LISTING FORM CONTINUED

ADDRESS REQUIRED \_\_\_\_\_

\*YEAR BUILT \_\_\_\_\_ YEAR REMODELED \_\_\_\_\_ \*APPROX. ABOVE GRADE SQUARE FEET \_\_\_\_\_ \*SOURCE BLDG SQ FT \_\_\_\_\_  
No basement sq ft

**\*ARCHITECTURE STYLE**

- No maximum
- 1/2 DUPLEX (condo only)
  - 1/2 DUPLEX W/LAND (res only)
  - BUNGALOW
  - CAPE COD
  - COLONIAL
  - COMMON ENTRY BUILDING (condo only)
  - CONTEMPORARY
  - END UNIT (condo only)
  - FARMHOUSE (res only)
  - FREE STANDING/DETACHED (condo only)
  - HIGH RISE (condo only)
  - HISTORIC
  - LOFT
  - MANUFACTURED WITHOUT LAND (res only)
  - MANUFACTURED WITH LAND (res only)
  - MODULAR HOME (res only)
  - RAISED RANCH
  - RANCH
  - STUDIO (condo only)
  - TOWNHOUSE
  - TUDOR
  - VICTORIAN
  - OTHER

**\*ARCHITECTURE LEVEL**

- Maximum 1 choice
- 1 STORY
  - 1-STORY GROUND (condo only)
  - 1 STORY UP (raised ranch and condo only)
  - 1-1/2 STORY
  - 2 STORY
  - 3 STORY
  - BI-LEVEL
  - TRI-LEVEL
  - QUAD-LEVEL
  - SPLIT-LEVEL

**OUT BUILDINGS (res only)**

- No maximum
- ARENA
  - BROODER HOUSE
  - DAIRY BARN
  - HAY BARN
  - HORSE BARN
  - KENNEL
  - POLE BARN
  - SHED
  - SILO

**\*EXTERIOR**

- No maximum
- ALUMINUM
  - ASBESTOS
  - ASPHALT
  - BLOCK/CONCRETE/ MASONRY
  - BRICK
  - BRICK SIDING
  - CEDAR
  - COMPOSITION
  - LOG/LOG FACED
  - STONE
  - STUCCO/EIFS
  - VINYL
  - WOOD
  - OTHER

**\*GARAGE SIZE**

- Maximum 2 choices
- 1 CAR
  - 2 CAR
  - 3 CAR
  - 4 CAR
  - 5 CAR
  - 6 OR MORE
  - NO GARAGE

GARAGE DIMENSIONS \_\_\_\_\_ X \_\_\_\_\_

**EXTERIOR FEATURES**

- No maximum
- AWNINGS/OVERHANG(S)
  - BBQ GRILL
  - CABANA
  - CHIMNEY CAP(S)
  - CLUB HOUSE
  - DISABLED ACCESS
  - ENERGY STAR® QUALIFIED SKYLIGHTS
  - ENERGY STAR® QUALIFIED SOLAR LIGHT TUBES
  - FENCED
  - GATE HOUSE
  - GAZEBO
  - GRAY WATER SYSTEM
  - GROUNDS MAINTENANCE
  - GUTTER GUARD SYSTEM
  - OUTSIDE LIGHTING
  - PERMEABLE PAVING
  - POOL-ABOVE GROUND
  - POOL-COMMON
  - POOL-INGROUND
  - PRIVATE ENTRY (condo only)
  - RAIN BARREL/CISTERN
  - SATELLITE DISH
  - SECURITY PATROL
  - SPA/HOT TUB
  - SPRINKLER(S)
  - TENNIS COURT
  - USED WATER SENSE® IRRIGATION PARTNER
  - WATER-SMART LANDSCAPING
  - WATERSENSE® LABELED IRRIGATION CONTROLLER

**ROOF MATERIAL**

- No maximum
- ASPHALT
  - BUILT-UP
  - CEDAR/WOOD
  - COMPOSITION
  - ENERGY STAR® QUALIFIED SHINGLES
  - GREEN ROOF
  - METAL
  - RUBBER
  - SLATE
  - TILE
  - WHITE ROOF
  - OTHER

**PORCH TYPE**

- No maximum
- BALCONY
  - BREEZEWAY
  - DECK
  - PATIO
  - PORCH
  - PORCH-COVERED
  - PORCH-ENCLOSED
  - TERRACE

**GARAGE FEATURES**

- No maximum
- 1 ASSIGNED SPACE
  - 2+ ASSIGNED SPACES
  - ATTACHED
  - BASEMENT ACCESS
  - CARPORT
  - DETACHED
  - DIRECT ACCESS
  - DOOR OPENER
  - ELECTRICITY
  - HEATED
  - LIFT
  - SECOND GARAGE
  - SIDE ENTRANCE
  - TANDEM
  - WORKSHOP

BUILDING AND EXTERIOR

# RESIDENTIAL / CONDO LISTING FORM CONTINUED

## ADDRESS REQUIRED

### COOLING

Maximum 4 choices

- ATTIC FAN
- CEILING FAN
- CEILING FANS 2+
- CENTRAL AIR
- CHILLER COOLING
- ENERGY STAR® QUALIFIED A/C EQUIPMENT
- ENERGY STAR® QUALIFIED CEILING FAN(S)
- ENERGY STAR® / ACCA® RSI QUALIFIED INSTALLATION
- EVAPORATIVE COOLING
- HEAT PUMP
- WALL UNIT
- WALL UNITS 2+
- WINDOW UNIT
- WINDOW UNITS 2+

### \*HEATING

Maximum 4 choices

- BASEBOARD
- ENERGY STAR® QUALIFIED FURNACE EQUIPMENT
- ENERGY STAR® / ACCA® RSI QUALIFIED INSTALLATION
- FORCED AIR
- GRAVITY
- HEAT PUMP
- HIGH EFFICIENCY SEALED CUMBUSTION
- HOT WATER
- RADIANT
- SPACE HEATER
- STEAM
- WALL/FLOOR FURNACE
- ZONED
- OTHER

### \*HEATING FUEL TYPE

Maximum 2 choices

- COAL
- ELECTRIC
- GEO-THERMAL
- HEAT PUMP
- LP GAS
- NATURAL GAS
- OIL
- PROPANE
- SOLAR
- WOOD

### INTERIOR FEATURES

No maximum

- AIR CLEANER
- CABLE AVAILABLE
- CARBON MONOXIDE ALARM(S)
- CENTRAL VACUUM
- DISABLED FAC.
- DUAL-FLUSH TOILET(S)
- ELEVATOR/LIFT
- ENERGY STAR® QUALIFIED DOOR(S)
- ENERGY STAR® QUALIFIED EXHAUST FAN(S)
- ENERGY STAR® QUALIFIED LIGHT FIXTURE(S)
- ENERGY STAR® QUALIFIED WINDOW(S)
- FURNISHED
- HIGH SPD INTERNET AVAIL.
- HOME ENERGY MANAGEMENT SYSTEM
- HUMIDIFIER
- INDOOR POOL
- INTERCOM
- JETTED TUB
- PETS ALLOWED
- PROGRAMMABLE THERMOSTAT
- SECURITY ALARM (OWNED)
- SECURITY ALARM (RENTED)
- SOUND SYSTEM
- SPA/HOT TUB
- SUMP PUMP
- UTILITY SMART METER
- WATER SOFTENER (OWNED)
- WATER SOFTENER (RENTED)
- WATERSENSE® LABELED BATHROOM FAUCET(S)
- WATERSENSE® LABELED SHOWERHEAD(S)
- WATERSENSE® LABELED TOILET(S)
- WET BAR
- OTHER

### WATER HEATER

Maximum 2 choices

- COMMON(condo only)
- ELECTRIC
- ENERGY STAR® QUALIFIED WATER HEATER
- GEO-THERMAL
- HEAT PUMP
- HIGH-EFFICIENCY/SEALED WATER HEATER
- LP GAS
- NATURAL GAS
- OIL
- PROPANE
- SOLAR
- TANKLESS

### APPLIANCES

No maximum

- BAR FRIDGE
- DISHWASHER
- DISPOSAL
- DRYER
- ENERGY STAR® QUALIFIED DISHWASHER
- ENERGY STAR® QUALIFIED FREEZER
- ENERGY STAR® QUALIFIED REFRIGERATOR
- FREEZER
- MICROWAVE
- REFRIGERATOR
- STOVE
- TRASH COMPACTOR
- WASHING MACHINE
- OTHER

### FIREPLACE LOCATION

No maximum

- BASEMENT
- DINING ROOM
- FAMILY ROOM
- GREAT ROOM
- LIVING ROOM
- MASTER BEDROOM
- OTHER

### FIREPLACE FEATURES

No maximum

- EPA CERTIFIED WOOD STOVE
- EPA QUALIFIED FIREPLACE
- GAS
- NATURAL
- WOOD STOVE
- OTHER

### ARE THERE EXCLUSIONS?

\_\_\_\_ YES

\_\_\_\_ NO

INTERIOR

# RESIDENTIAL / CONDO LISTING FORM CONTINUED

## ADDRESS REQUIRED \_\_\_\_\_

FOUNDATION

<b>*FOUNDATION MATERIAL</b> No maximum <input type="checkbox"/> BLOCK <input type="checkbox"/> BRICK <input type="checkbox"/> POURED <input type="checkbox"/> STONE <input type="checkbox"/> WOOD <input type="checkbox"/> OTHER	<b>*FOUNDATION</b> Maximum 2 choices <input type="checkbox"/> BASEMENT <input type="checkbox"/> CRAWL <input type="checkbox"/> MICHIGAN BASEMENT (res only) <input type="checkbox"/> POST AND PIERS <input type="checkbox"/> SLAB	<b>EST. BASEMENT SQUARE FEET</b> Required if basement is selected _____  <b>EST. FINISHED BASEMENT SQ FT</b> Required if the basement is finished or partially finished _____	<b>BASEMENT DESCRIPTION</b> Maximum 3 choices <input type="checkbox"/> COMMON (condo only) <input type="checkbox"/> DAYLIGHT <input type="checkbox"/> FINISHED <input type="checkbox"/> INTERIOR ACCESS ONLY <input type="checkbox"/> PARTIALLY FINISHED <input type="checkbox"/> PRIVATE (condo only) <input type="checkbox"/> UNFINISHED <input type="checkbox"/> WALKOUT ACCESS <input type="checkbox"/> WALK-UP ACCESS
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**\*TOTAL BEDROOMS** \_\_\_\_\_ **\*FULL BATHS** \_\_\_\_\_ **\*TOTAL LAVS** \_\_\_\_\_ **\*Total bedrooms, baths and lavs must match the room dimensions and levels below.**

**LEVEL OPTIONS:** (E)ENTRY, (U)UPPER, (L)LOWER  
**FLOOR COVERINGS:** (Maximum 1 choice) Carpet, Ceramic, Concrete, Granite, Laminate, Linoleum, Marble, Slate, Vinyl, Wood, Other

ROOMS

	*DIMENSIONS	*LEVEL	PRIMARY FLOOR COVERING		*DIMENSIONS	*LEVEL	PRIMARY FLOOR COVERING
<b>*BEDROOMS</b>							
*BEDRM MASTER	x		_____	BEDROOM	x		_____
BEDROOM	x		_____	BEDROOM	x		_____
BEDROOM	x		_____	BEDROOM	x		_____
BEDROOM	x		_____	BEDROOM	x		_____
BEDROOM	x		_____	BEDROOM	x		_____
<b>*BATHROOMS</b>							
*BATHROOM FULL	x		_____	BATH MASTER LAV	x		_____
BATHRM MASTER	x		_____	BATHROOM LAV	x		_____
DUAL ENTRY FULL	x		_____	DUAL ENTRY LAV	x		_____
BATHROOM FULL	x		_____	BATHROOM LAV	x		_____
BATHROOM FULL	x		_____	BATHROOM LAV	x		_____
BATHROOM FULL	x		_____	BATHROOM LAV	x		_____
BATHROOM FULL	x		_____	BATHROOM LAV	x		_____
<b>*OTHER ROOMS</b>							
*KITCHEN	x		_____	BUTLER'S PANTRY	x		_____
DINING ROOM	x		_____	MUD ROOM	x		_____
BREAKFAST ROOM/NOOK	x		_____	LIBRARY	x		_____
LIVING ROOM	x		_____	LOFT	x		_____
GREAT ROOM	x		_____	IN-LAW QUARTERS	x		_____
FAMILY ROOM	x		_____	2ND KITCHEN	x		_____
LAUNDRY AREA/ROOM	x		_____	HOME THEATER	x		_____
FLORIDA ROOM	x		_____	REC ROOM	x		_____
				OTHER	x		_____

