

Location & Tax			
Street Number *		Street Name *	
Lot Number		Street Direction	N NE E SE S SW W NW
City, State *		Zip Code *	
County *		Tax ID *	
Zoning *			
Directions			

Listing Details			
Property Class *	Residential, Land, Multifamily, Rent, Comm.	List Price * (N/A for Auction)	1 of 3 prices are required
Property Subtype *	Industrial/Warehouse Mixed Use Retail	Land Office	Lease per Month
			Lease per Square Feet
			List Date *
Advertise Seller Concessions?	Yes No	Seller Concessions Amount	
Expiration Date *		Special Listing Conditions *	Standard HUD Home Owner Agent Short Sale
Listing Agreement *	Exclusive Agency Exclusive Right to Lease Exclusive Right to Sell		Absolute Auction Other Foreclosure Reserve Auction VA Foreclosure
Possession	Date of Deed DOD+30 Immediate Negotiable	Is Leased	Yes No
Current Lease End			

Special Terms or Conditions			

Public Remarks			

Private Remarks			

Office and Showing			
Listing Agent *		Co-Listing Agent	
Showing Service	Realtracs Showings Other	Change Default Showing Number	

*** For Realtracs Showings Service please fill out Addendum

Structure			
Sq Ft Total (est) *		Sq Ft Source	Agent-Measured Owner-Supplied Professional-Measurement Tax-Record
Year Built			
Roof Material	Aluminum Asbestos Asphalt Built-up Cement Shake Clay Tile Composition Shingle Concrete Tile Copper Corrugated Metal Green – Vegetation Membrane Metal Other Reflective Coating Slate Solar Panel Standing Seam Steel Steel Tar and Gravel Thatched Tile Urethane Wood Shake Wood Shingle		

Characteristics			
Acres *		Acreage Source	Agent Calculate Owner Provided
Net Monthly Income	Appraiser Survey		
Calculated from Plat Tax Record			

Equipment			
Security Features (3)	Carbon Monoxide Detector(s) Fire Alarm Fire Sprinkler System Security Gate Security Guard Security System Smoke Detectors		

Marketing	
Market Publicly *	YES NO

Realtracs Showings: Settings and Availability

Auto-Accept New Requests	Yes No	Listing Agent Notification	Text Email
Overlap Showing Times	Yes No Max _____	Available Start Time (on hour)	
		Available End Time (on hour)	
Appointment Duration	15 min 30 min 60 min.	Minimum Notice to Show (hours)	
Showing Instructions			

Realtracs Showings: Collaboration

Request Feedback	Yes No	Showing Restriction 1	
Seller Text Notifications and Showing Portal	Yes No	Showing Restriction 2	
Make Feedback Visible to Seller in Portal	Yes No	Showing Restriction 3	
Seller Contacts *(2)			