

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 *
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 *		Buyer Broker Comp	
Co-Listing Agent		Dual Variable Commission *	Yes No
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 Other Owner-Supplied Prior-Appraisal 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	Calculated from Plat Survey Tax Record		
Equipment			
Security Features (3)	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 the hour)	
		Available End Time (on the 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)			