

Location & Tax									
Street Number *		Street Letter							
Street Name *		Street Direction			N NE E SE S SW W NW				
Lot Number		City, State *							
Zip Code *		County *							
Subdivision/Develop *		Tax ID *							
Annual Property Tax *		Zoning *							
Directions *									
Elementary School *		Middle/Junior High School *			High School *				
Listing Details									
Property Class *		Residential, Land, Multifamily, Rent, Comm.			List Price * (N/A for Auction)		\$ (whole dollars)		
Property Subtype *		Duplex Multi Over 4 Units Tri-Plex Quadplex			Operating Reserve *		\$ (whole dollars)		
Advertise Seller Concessions?		Yes No			Seller Concessions Amount				
List Date * <small>Listing Agreement Start Date</small>					Expiration Date * <small>Listing Agreement End Date</small>				
Special Listing Conditions *		Standard HUD Home Owner Agent Short Sale Absolute Auction Other Foreclosure Reserve Auction VA Foreclosure			Listing Agreement *		Exclusive Agency Exclusive Right to Sell		
Possession *		Date of Deed DOD+30 Immediate Negotiable							
Sale Includes * (2)		Appliances Furniture Negotiable No Furnishing Other							
Public Remarks									
Private Remarks									
Deed Book and Page		Buyer Financing (8)			Assumable Conventional FHA Land Contract Other Owner Financing Owner-Lease Purchase Owner-Lease Option USDA/Rural VA				
Office and Showing									
Listing Agent *		Co-Listing Agent							
Buyer Broker Comp		Dual Variable Commission			Yes No				
Showing Service *		Realtracs Showings ShowingTime Other			Change Default Showing Phone				
Showing Instruction *(2)		Agent Must be Present Show Anytime Call Listing Office Call Center Call Agent			SentriLock Combo Lock Other				
*** For Realtracs Showings Service please fill out Addendum									
Structure									
Sq Ft Main (est) *		Sq Ft Measurement Source *			Agent-Measured Owner-Supplied Other Prior-Appraisal Tax-Record Professional-Measurement				
Sq Ft Second									
Year Built *		Sq Ft Basement							
Built Information *		Approximate New Existing Renovated Historic To Be Built Model			Construction Type *(2) All Brick Aluminum Siding Asbestos Exterior-Insulated-Coating Fiber-Cement Frame Hardboard Insulated-Concrete-Forms Log Other Partial-Brick Stone Struct-Insulated-Panels Stucco Vinyl-Siding Wood-Siding				
Estimated Completion		(mm/dd/yyyy)							
Number of Stories *									
Floors *(4)		Bamboo/Cork Concrete Carpet Finished Wood Laminat			Marble Other Parquet Slate Tile Vinyl				
Garage Spaces *		Features			Alley Access Assigned Attached Attached-FRONT Attached-REAR Attached-SIDE Attached/Detached Basement Boat Detached Private Unassigned				
Carport Spaces		Features			Alley Access Assigned Attached Detached Private Unassigned				
Open Parking Spaces		Features (3)			Aggregate On Street Parking Lot Parking Pad Asphalt Assigned Circular Driveway Concrete Driveway Gravel Shared Driveway Unassigned Unpaved				
Accessibility Features (4)		Accessible Approach with Ramp. Accessible Hallways			Accessible Doors Exterior Wheelchair Lift Accessible Elevator Installed Smart Technology Accessible Entrance Stair Lift				
Roof Material		Aluminum Asbestos Asphalt Built-up Cement Shake Clay Tile Composition Shingle Concrete Tile Copper Corrugated Metal Green - Vegetation Membrane Metal Other Reflective Roof Coating Slate Solar Panel Standing Seam Steel Steel Tar and Gravel Thatched Tile Urethane Wood Shake Wood Shingle							
Characteristics									
Gross Income *		\$ (whole dollars)			Operating Expenses *		\$ (whole dollars)		
Lot Size		Number of Units *							
Vacant Units		View			Bluff Water Brow/Valley City Lake River				
Laundry Facilities		Individual Laundry No Laundry Shared Laundry							

Community Amenities (6)	55-Up Community Clubhouse Golf Course Park Playground Pool Tennis Courts Walking Trail									
Amenities Other	Air Filter Hot Tub Storage	Cable TV Humidifier Walk-in Closets	Ceiling Fan Intercom Water Filter	Central Vacuum Park Wet Bar	Dehumidifier Playground	Extra Closets Redecorated	Golf Smoke Alarm			
Unit Information										
Unit 1										
Rent Amount *	\$ (whole dollars)			Deposit Amount *	\$ (whole dollars)					
Total Bedrooms *				Total Full Baths *						
Total Half Baths				Interior Features (2)	Den	Dining Room	Rec Room	Study		
Appliances (4)	Dishwasher Grill Range	Disposal Icemaker Refrigerator	Dryer Microwave Trash Compactor	Freezer	Lease	6-Month	Monthly	None	Other	Year
Restrictions	Other	Parking	Selling							
Unit 2										
Rent Amount *	\$ (whole dollars)			Deposit Amount *	\$ (whole dollars)					
Total Bedrooms *				Total Full Baths *						
Total Half Baths				Interior Features (2)	Den	Dining Room	Rec Room	Study		
Appliances (4)	Dishwasher Grill Range	Disposal Icemaker Refrigerator	Dryer Microwave Trash Compactor	Freezer	Lease	6-Month	Monthly	None	Other	Year
Restrictions	Other	Parking	Selling							
Unit 3										
Rent Amount	\$ (whole dollars)			Deposit Amount	\$ (whole dollars)					
Total Bedrooms				Total Full Baths						
Total Half Baths				Interior Features (2)	Den	Dining Room	Rec Room	Study		
Appliances (4)	Dishwasher Grill Range	Disposal Icemaker Refrigerator	Dryer Microwave Trash Compactor	Freezer	Lease	6-Month	Monthly	None	Other	Year
Restrictions	Other	Parking	Selling							
Unit 4										
Rent Amount	\$ (whole dollars)			Deposit Amount	\$ (whole dollars)					
Total Bedrooms				Total Full Baths						
Total Half Baths				Interior Features (2)	Den	Dining Room	Rec Room	Study		
Appliances (4)	Dishwasher Grill Range	Disposal Icemaker Refrigerator	Dryer Microwave Trash Compactor	Freezer	Lease	6-Month	Monthly	None	Other	Year
Restrictions	Other	Parking	Selling							
Homeowner's Association (HOA)										
Association *	YES	NO	Association Transfer Fee	\$	WHOLE DOLLARS	Association Fee	\$	WHOLE DOLLARS	Association Fee Paid	Monthly Quarterly Yearly
Association Fee Includes (4)	Cable TV Pest Control	Electricity Sewer	Exterior Maintenance Trash Pickup	Gas Water	Grounds Maintenance	Insurance	Internet	Maint. On Pool/Tennis/Club		
Utilities										
Electric Pays *	Owner	Tenant	Other			Elec. Meter *	Individual	Master	Other	
Water Pays *	Owner	Tenant	Other			Water Meter *	Individual	Master	Other	
Gas Pays *	Owner	Tenant	Other	None		Gas Meter *	Individual	Master	Other	None
Water Source *	City Well	Cistern Utility District	Other None	Spring		Sewer Sys*	None Septic Tank	Other Septic Tank	Pvt. Sewer Available	Pub. Sewer STEP System
Cooling* (4)	Attic Fan	Central Air	Dual	Electric	Gas	Geothermal	None	Other	Wall/Window Unit(s)	Whole House Fan
Heating* (4)	Baseboard Heat Pump	Central Natural Gas	Coal None	Dual Oil	Energy Other	Star Propane	Qualified Radiant	Equipment Solar	Electric Stove	Floor Wall
Laundry Connections (3)	Electric Dryer Hookup	Gas Dryer Hookup	Washer Hookup							
Equipment										
Security Features (2)	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)										