

MLS input data sheet

If this form is not filled out completely it will delay the input of your listing, all information is required.

RESIDENTIAL / CONDO / LAND / COMMERCIAL

Listing date _____	Year built: _____	Yr. Remodeled: _____
Listing length _____	School system: _____	
Listing price _____	Acres: _____	
address of property _____	Lot dimensions: _____	
city / zip _____	Water: city or well _____	(circle all that apply below)
county _____	Sewer: city _____	septic _____
township name _____	City or Township? (circle one) _____	
Mailing city name: _____	Style: Colonial / Ranch / Cape Cod / Other, write below _____	
full and half baths _____	Tri-level / Quad- level / Bungalow / Condominium _____	
bedrooms _____	garage: 0 1 1.5 2 2.5 3 3.5 4 _____	
Parcel ID _____	garage: attached _____	detached _____
Total Sq Feet _____		
Sq ft on 1st floor _____	2nd floor sq. footage: _____	Fin. Bsmt: _____
Between what roads? _____		
Legal descrip: _____		
Commission offered in MLS: _____	Approx. amout owed on mortgages: Required: _____	
Subdivision Name: _____		
Directions: _____		

North or South (of which road): _____ East or West (of which road): _____

LEVEL	BSMT	1ST	2ND	3RD	CIRCLE ALL THAT APPLY
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Bdrms:					Appliances that STAY WITH HOME: Refrigerator / Stove / Microwave / dishwasher Other: _____ Fireplaces: 0 / 1 / 2 / 3 / gas / wood burning Which rooms have fireplaces _____ Basement: yes no <u>Sq. ft.:</u> Walkout: yes no Basement Type: (Circle One) Finished/ Partially Finished/ Unfinished Daylight windows: (Circle One) Yes or No Tax Value: _____ yr: SEV: _____ yr: Sum Tax: _____ yr. Win Tax: _____ yr. Homestead: yes no Possession: Immed / 30 / 60 , etc. _____ Heat: Gas f.a./ other: _____ Air Cond: yes no central alarm yes no sprinkler yes no
Baths:					
1/2 Baths:					
fmly room					
Great Room					
Stdy / Den					
Living room					
Laundry					
Fireplace					
Dining room					
Library/study					
Breakfast area					

ENTER ROOM SIZES BELOW

Living					CIRCLE BELOW Other: ceiling fan / skylights / vaulted Flooring: carpet / wood / vinyl / tile IF CONDO OR HOME OWNERS ASSOCIATION Ass. Fee _____ Monthly / Quartely? Circle one Ass. Phone: _____ Restrictions: _____ Building no: _____ Unit No: _____ What is included with dues? Gas / water / electric / cable Pool / Tennis Ct. / Clubhouse (circle)
Dining					
Brkfst area					
Kitchen					
Study / Den					
Library					
Great Room					
Family Room					
Master Bed		level:			
Bed #2		level:			
Bed #3		level:			
Bed #4		level:			
Bed #5		level:			
Bed #6		level:			

Master Bath	Yes/No	Jacuzzi? Yes / no			
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Exterior: (Circle all that apply)

Brick/ Aluminum/ Wppd/ Cedar/ Vinyl/ Stone/ Log/ Other: _____ Type

Lot: (Circle all that apply)

Cul-De-Sac/ Corner/ Wooded/ Professionally Landscaped

Exterior Features: (Circle all that apply)

Patio/ Deck/ Porch/ Underground Sprinkler/ Shed/ Partial Fenced/ Full Fenced/ Outside Lights

Pool (Underground or Above)

Interior Features: (Circle all that apply)

Vaulted Ceilings/ Kitchen Island/ Pantry/ Skylights/ Central Vac/ Jetted Tub/ Jacuzzi

Waterfront: Y/N **Water Frontage:** _____ **Body of Water Name:** _____

Water Features: (Circle all that apply)

Channel Frontage/ Creek/ Stream/ Deed Access/ Lake Frontage/ Private Pond/ Public Access

River Frontage/ Lake View/ All Sports Lake.

School: (Required Field)

Elementary: _____

Middle: _____

High: _____

REMARKS, DESCRIBE FEATURES & HOW YOU WANT IT IN THE MLS:

There is a 390 character limit for your description including spaces and punctuation.

Realtor.com - Scrolling text (50 character limit)

Contact information:

Name: _____

Phone # you want on the sign: _____

2nd Phone: _____

Fax # (If you have One): _____

Email: _____

Showing / scheduling instructions: circle all that apply IMPORTANT!

VACANT / OCCUPIED / RENTAL / ALARM / LOCKBOX? YES/NO CODE:

animals: dogs / cats

call first to show / ok to show home then send email

Showing instructions: _____

1. If this sheet is not filled out completely, this will delay the input of your listing.

2. We will email you your MLS listing once we have it in the system. Email us any changes so it will be perfect! We will make the changes then re-email. Afterward it is \$25 for changes.

When complete fax this form back to: 866-520-4942

Office: (888) 909 LIST (5478)