

AGENT INFORMATION

GENERAL > DESCRIPTION > UNIT INFORMATION > ADDITIONAL INFO > UTILITIES, ASSUMPTIONS & FINANCIAL INFO

AGENT INFORMATION

Ⓢ OFFICE ID: _____ Ⓢ AGENT ID: _____ CO-AGENT ID: _____

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Ⓢ ADDRESS *Please note: ALL fields are required in this section*

STREET #: _____ MODIFIER: _____ DIRECTION: EAST SOUTH NE SE NORTH WEST NW SW STREET NAME: _____

POST DIRECTION: EAST NORTH NE NW SOUTH SE SW WEST SUFFIX: _____ UNIT #: _____

COUNTY: _____ MUNICIPALITY/TOWNSHIP: _____ CITY: _____

AREA: _____ SUBDIVISION / COMPLEX: _____

ZIP CODE: _____ +4: _____ CROSS STREET: _____

Ⓢ SCHOOL DISTRICT: _____ Ⓢ ELEMENTARY SCHOOL: _____

Ⓢ MIDDLE/JR. JUNIOR HIGH SCHOOL: _____ Ⓢ SENIOR HIGH SCHOOL: _____

GENERAL LISTING INFORMATION

Instructions: Ⓢ Denotes required information that must be provided. For Multiple Selections, Number in order of importance.

Ⓢ TRANSACTION TYPE: SALE LEASE Ⓢ TAX ID: _____ DUAL AGENCY: YES NO Ⓢ LICENSEE ASSISTING SELLER
 DESIGNATED AGENT
 SELLER'S AGENT
 TRANSACTION BROKER
Ⓢ SPECIAL LISTING CONDITIONS: Ⓢ POSSIBLE BUYER FEES: YES NO
 FORECLOSURE PROBATE
 NONE SHORT SALE LEGAL DESCRIPTION: _____
Ⓢ LISTING PRICE (\$) / LEASE (MONTHLY): _____ Ⓢ AGREEMENT TYPE: Ⓢ AGREEMENT TYPE 2: AD CODE: _____
 EXCL AGENCY PURCHASER EXEMPTIONS LIMITED SERVICE
 EXCL RIGHT TO SELL TRANS BROKERAGE NOT APPLICABLE
 VARIABLE RATE
Ⓢ PUBLISH TO INTERNET: YES NO Ⓢ SHOW ADDRESS TO PUBLIC: YES NO Ⓢ PERMIT AVM: YES NO Ⓢ PERMIT COMMENTS: YES NO

LEASE INFORMATION

Instructions: Ⓢ Denotes required information that must be provided. For Multiple Selections, Number in order of importance.

SUB LEASE: YES NO LEASE TYPE: GROSS NET OTHER AVAILABLE DATE: _____ SUB LEASE EXPIRATION DATE: _____
DEPOSIT AMOUNT (\$): _____ PETS ALLOWED: YES NO

COMMISSIONS

Ⓢ SUB AGENT COMMISSION: _____ Ⓢ BUYER AGENCY COMMISSION: _____ Ⓢ TRANS BROKER COMMISSION: _____ Ⓢ VARIABLE RATE: YES NO
COMMISSION COMMENTS: _____

SIZES

Instructions: Ⓢ Denotes required information that must be provided. For Multiple Selections, Number in order of importance.

BUILDING SQUARE FOOTAGE: _____ SQUARE FOOTAGE SOURCE: _____ LOT SIZE (ACRES): _____
 COUNTY RECORDS OTHER
 BUILDER LISTING AGENT
 APPRAISAL OWNER

LOT SIZE SOURCE: _____ AGE (YEARS): _____ YEAR BUILT EXCEPTION: _____
 APPRAISAL COUNTY RECORDS LISTING AGENT OWNER NEW CONSTRUCTION UNKNOWN
 BUILDER DEED OTHER SURVEY UNDER CONSTRUCTION TBB

Ⓢ LISTING DATE: _____ Ⓢ EXPIRATION DATE: _____

OWNER NAME: _____ OWNER PHONE AREA + NUMBER: _____

OCCUPANT NAME: _____ OCCUPANT TYPE: _____ OCCUPANT PHONE TO SHOW AREA CODE + NUMBER: _____
 OWNER TENANT VACANT

LOT NUMBER: _____ SECTION/TOWNSHIP/RANGE: _____

SHOWING INSTRUCTIONS (4):

ALARM SYSTEM DO NOT DISTURB TEN'S SHOW AT WILL
 APPT. / LOCKBOX KEY AT OFFICE SHOW WITH CONTRACT
 APPT. THROUGH MLS LISTG AGT ACCOMPANY SUBJECT TO INSPEC.
 BY APPT. ONLY OTHER SUPRA
 CALL LISTING AGENT OTHER LOCK BOX UNDER CONSTRUCTION
 CALL LISTING OFFICE PET VACANT
 COMBINATION SENTRILOCK

DETAILS CONTINUED Instructions: ® Denotes required information that must be provided. For Multiple Selections, Number in order of importance.

® TAXES PAID (\$): _____ ® TAX YEAR: _____ ASSOCIATION FEE (\$): _____ ASSOCIATION FEE PAID:
 MONTHLY YEARLY
 NONE

DESCRIPTION: Instructions: ® Denotes required information that must be provided. For Multiple Selections, Number in order of importance.

<p>® TYPE (6):</p> <input type="checkbox"/> APARTMENT COMPLEX <input type="checkbox"/> APT BLDG/EXTERIOR EN <input type="checkbox"/> APT BLDG/INTERIOR EN <input type="checkbox"/> FLAT/SHOTGUN <input type="checkbox"/> HOTEL/MOTEL <input type="checkbox"/> NEEDS REHAB <input type="checkbox"/> OTHER <input type="checkbox"/> TOWNHOUSE	<p>LOCATION (2):</p> <input type="checkbox"/> CITY <input type="checkbox"/> CORNER LOCATION <input type="checkbox"/> DOWNTOWN <input type="checkbox"/> RURAL <input type="checkbox"/> SUBURBAN	<p>CONSTRUCTION (5):</p> <input type="checkbox"/> ALUMINUM SIDING <input type="checkbox"/> ASBESTOS SHINGLE <input type="checkbox"/> BRICK VENEER DECRTV <input type="checkbox"/> BRICK VENEER PREDOM <input type="checkbox"/> BRICK/STONE MSN PRED <input type="checkbox"/> CEDAR/WOOD <input type="checkbox"/> CONCRETE BLOCK <input type="checkbox"/> FL BRICK/STN VENEER <input type="checkbox"/> FRAME <input type="checkbox"/> LOG <input type="checkbox"/> OTHER <input type="checkbox"/> PRE-FAB <input type="checkbox"/> STEEL SIDING <input type="checkbox"/> STUCCO <input type="checkbox"/> VINYL SIDING	<p>BUILDING STYLE :</p> <input type="checkbox"/> HIGH-RISE-4+ STORIES <input type="checkbox"/> LOW/1-2 <input type="checkbox"/> MID-RISE 3 OR 4 STORY
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<p>® TOTAL UNITS: _____</p>	<p>® # BUILDINGS: _____</p>	<p>® PARKING (8):</p> <input type="checkbox"/> 1 SPACE/UNIT <input type="checkbox"/> 2+ SPACE/UNIT <input type="checkbox"/> ACCESSIBLE <input type="checkbox"/> CARPORT(S) <input type="checkbox"/> GUEST PARKING <input type="checkbox"/> ON STREET PARKING <input type="checkbox"/> OTHER <input type="checkbox"/> PARKING ATTENDANT <input type="checkbox"/> PARKING GARAGE <input type="checkbox"/> PARKING LOT <input type="checkbox"/> SECURITY PARKING <input type="checkbox"/> UNASSIGNED <input type="checkbox"/> UNDERGROUND <input type="checkbox"/> UNPAVED <input type="checkbox"/> VALET PARKING	<p>® LOT DIMENSIONS:</p> <p>_____</p>
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® UNIT INFORMATION Please note: ALL fields are required in this section

<p>EFFICIENCY # UNITS: _____</p>	<p>EFFICIENCY BATHS(2):</p> <input type="checkbox"/> 1 FULL <input type="checkbox"/> HALF <input type="checkbox"/> SHARED	<p>EFFICIENCY INCLUDES (7):</p> <input type="checkbox"/> DISHWASHER <input type="checkbox"/> FIREPLACE <input type="checkbox"/> LAUNDRY/UTILITY <input type="checkbox"/> MURPHY BED <input type="checkbox"/> REFRIGERATOR <input type="checkbox"/> RANGE/OVEN <input type="checkbox"/> SEPARATE KITCHEN	<p>EFFICIENCY RENT (\$): _____</p>
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<p>1 BR - # OF UNITS: _____</p>	<p>1 BR BATHS(2):</p> <input type="checkbox"/> 1 PER UNIT <input type="checkbox"/> 2 OR MORE PER UNIT <input type="checkbox"/> 1 1/2 PER UNIT <input type="checkbox"/> 1/2 PER UNIT <input type="checkbox"/> SHARED	<p>1 BR - SOME UNITS INCLUDE (8):</p> <input type="checkbox"/> 3 ROOMS OR LESS <input type="checkbox"/> 4 ROOMS <input type="checkbox"/> 5 ROOMS <input type="checkbox"/> 6 ROOMS OR MORE <input type="checkbox"/> DEN OR BONUS ROOM <input type="checkbox"/> DINING COMBO <input type="checkbox"/> DISHWASHER <input type="checkbox"/> EAT-IN KITCHEN <input type="checkbox"/> FIREPLACE <input type="checkbox"/> KITCHEN W/BRKFST <input type="checkbox"/> LAUNDRY/UTILITY <input type="checkbox"/> LIVING/GREAT ROOM <input type="checkbox"/> REFRIGERATOR <input type="checkbox"/> RANGE/OVEN <input type="checkbox"/> SEPARATE DINING ROOM	<p>1 BR RENT (\$): _____</p>
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UNIT INFORMATION CONTINUED Please note: ALL fields are required in this section

2 BR - # OF UNITS: _____	2 BR BATHS (2): <input type="checkbox"/> 1 PER UNIT <input type="checkbox"/> 2 OR MORE PER UNIT <input type="checkbox"/> 1 1/2 PER UNIT <input type="checkbox"/> 1/2 PER UNIT <input type="checkbox"/> SHARED	2 BR - SOME UNITS INCLUDE (8): <input type="checkbox"/> 4 ROOMS OR LESS <input type="checkbox"/> 5 ROOMS <input type="checkbox"/> 6 ROOMS <input type="checkbox"/> 7 ROOMS OR MORE <input type="checkbox"/> KITCHEN W/BRKFST <input type="checkbox"/> DEN OR BONUS ROOM <input type="checkbox"/> DINING COMBO <input type="checkbox"/> DISHWASHER <input type="checkbox"/> EAT-IN KITCHEN <input type="checkbox"/> FIREPLACE <input type="checkbox"/> LAUNDRY/UTILITY <input type="checkbox"/> LIVING/GREAT ROOM <input type="checkbox"/> REFRIGERATOR <input type="checkbox"/> RANGE/OVEN <input type="checkbox"/> SEPARATE DINING ROOM	2 BR RENT (\$): _____
3 BR - # OF UNITS: _____	3 BR BATHS (2): <input type="checkbox"/> 1 PER UNIT <input type="checkbox"/> 2 OR MORE PER UNIT <input type="checkbox"/> 1 1/2 PER UNIT <input type="checkbox"/> 1/2 PER UNIT <input type="checkbox"/> SHARED	3 BR - SOME UNITS INCLUDE (8): <input type="checkbox"/> 5 ROOMS OR LESS <input type="checkbox"/> 6 ROOMS <input type="checkbox"/> 7 ROOMS <input type="checkbox"/> 8 ROOMS OR MORE <input type="checkbox"/> KITCHEN W/BRKFST <input type="checkbox"/> DEN OR BONUS ROOM <input type="checkbox"/> DINING COMBO <input type="checkbox"/> DISHWASHER <input type="checkbox"/> EAT-IN KITCHEN <input type="checkbox"/> FIREPLACE <input type="checkbox"/> LAUNDRY/UTILITY <input type="checkbox"/> LIVING/GREAT ROOM <input type="checkbox"/> REFRIGERATOR <input type="checkbox"/> RANGE/OVEN <input type="checkbox"/> SEPARATE DINING ROOM	3 BR RENT (\$): _____

ROOM DIMENSIONS

LIVING ROOM: _____ **GREAT ROOM:** _____ **DINING ROOM:** _____
KITCHEN: _____ **BREAKFAST ROOM:** _____ **FAMILY ROOM:** _____
BEDROOM 1: _____ **BEDROOM 2:** _____ **BEDROOM 3:** _____
BEDROOM 4: _____ **LAUNDRY/UTILITY ROOM:** _____

ADDITIONAL INFORMATION: Instructions: ® Denotes required information that must be provided. For Multiple Selections, Number in order of importance.

BUILDING EXTERIOR AM (4): <input type="checkbox"/> ABOVE GROUND POOL <input type="checkbox"/> CLUBHOUSE <input type="checkbox"/> CONCIERGE <input type="checkbox"/> GYM/FITNESS CENTER <input type="checkbox"/> IN GROUND POOL <input type="checkbox"/> ON GOLF COURSE <input type="checkbox"/> ON RIVER FRONT <input type="checkbox"/> ON WATERFRONT <input type="checkbox"/> OTHER RECREATION <input type="checkbox"/> SOME BALC/SOME TERRC <input type="checkbox"/> TENNIS COURT(S)	LAUNDRY (2): <input type="checkbox"/> LNDRY CONNECT ALL UN <input type="checkbox"/> COIN OPERATED <input type="checkbox"/> COMMON LAUNDRY <input type="checkbox"/> LNDRY CONNECT NO UN <input type="checkbox"/> LNDRY CONNECT SM UN <input type="checkbox"/> NO LAUNDRY FACIL. <input type="checkbox"/> OTHER <input type="checkbox"/> PRVT LAUND ALL UNITS <input type="checkbox"/> PRVT LAUND SOME UNIT	BUILDING INTERIOR AM (8): <input type="checkbox"/> ATRIUM DOOR(S) <input type="checkbox"/> COCKTAIL LOUNGE <input type="checkbox"/> COMMUNITY/REC ROOM <input type="checkbox"/> DOORMAN <input type="checkbox"/> DRAPES/BLINDS <input type="checkbox"/> ELEVATOR(S) <input type="checkbox"/> HEALTH FACILITIES <input type="checkbox"/> INDOOR POOL <input type="checkbox"/> LOBBY <input type="checkbox"/> RESTAURANT <input type="checkbox"/> SHOPS	BUILDING UNIT INFO (5): <input type="checkbox"/> ALL UNITS FURNISHED <input type="checkbox"/> BURGLAR ALARM <input type="checkbox"/> FIRE ALARM <input type="checkbox"/> HANDICAP EQUIPPED <input type="checkbox"/> NO UNITS FURNISHED <input type="checkbox"/> OTHER <input type="checkbox"/> PENTHOUSE <input type="checkbox"/> RESTRICTION-OCCUPANC <input type="checkbox"/> RESTRICTION-PETS <input type="checkbox"/> SECURITY SYSTEM <input type="checkbox"/> SMOKE/ALARM DETECTOR <input type="checkbox"/> SOME UNITS FURNISHED <input type="checkbox"/> SPRINKLER SYSTEM <input type="checkbox"/> STORAGE/LOCKER AREA <input type="checkbox"/> WHEELCHAIR ORIENTED
® TENANCY TYPE (3): <input type="checkbox"/> LEASES <input type="checkbox"/> MONTH TO MONTH <input type="checkbox"/> NONE <input type="checkbox"/> OTHER <input type="checkbox"/> RESTRICTIONS <input type="checkbox"/> SUBSIDIZED RENTS <input type="checkbox"/> VARIABLE	® TENANT PAYS (6): <input type="checkbox"/> ALL UTILITIES <input type="checkbox"/> CABLE TV/SATELLITE <input type="checkbox"/> ELECTRIC <input type="checkbox"/> GAS <input type="checkbox"/> NO FEES <input type="checkbox"/> NO UTILITIES <input type="checkbox"/> OTHER <input type="checkbox"/> PARKING <input type="checkbox"/> SEWER <input type="checkbox"/> TRASH REMOVAL <input type="checkbox"/> WATER	® SALE INCLUDES (3): <input type="checkbox"/> BUILDING & LAND <input type="checkbox"/> BUILDING ONLY <input type="checkbox"/> SALE INCLUDES OTHER	BUILDING EXPENSES (7): <input type="checkbox"/> ACCOUNTING/LEGAL <input type="checkbox"/> ADVERTISING <input type="checkbox"/> INSURANCE <input type="checkbox"/> LICENSES/PERMITS <input type="checkbox"/> MANAGEMENT <input type="checkbox"/> MAINTENANCE/REPAIRS <input type="checkbox"/> OTHER <input type="checkbox"/> PERSONAL PROP TAXES <input type="checkbox"/> PAYROLL DATA <input type="checkbox"/> RESIDENT MANAGER <input type="checkbox"/> UTILITIES

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® DISCLOSURES (5):

- CITY
- CODE COMPLIANCE REQD
- FLOOD PLAIN NO
- FLOOD PLAIN YES
- HISTORIC RESTRICTION
- LIMITED SELLER DISCL
- NO OTHER KNOWN RESTR
- OCCUPANCY PERM REQ
- OTHR-CALL LIST AGENT
- SELLERS DISCL. AVAIL
- SELLERS DISCL NOT AV
- UNINCORPORATED

® CONDITIONS (2):

- ASBESTOS
- LEAD BASE PAINT/PIPE
- OTHER
- UNKNOWN

SPECIAL DESCRIPTION:

- DISPLAY
- ENERGY STAR HOME
- LEED-CERT. GREEN
- NAHB/GBI VER. GREEN
- OTHER
- RENOVATED
- REHABBED
- SPEC HOME
- SHORT SALE POSSIBLE
- INTERIOR ELEVATOR IN RESIDENCE
- NO STEP/RAMP ENTRY

® OWNERSHIP:

- BANK
- GOVERNMENT
- PRIVATE
- OWNER BY CONTRACT
- RELOCATION

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UTILITIES: Instructions: ® Denotes required information that must be provided. For Multiple Selections, Number in order of importance.

® COOLING (6):

- ATTIC FAN
- CEILING FAN
- CENTRAL-ELECTRIC
- CENTRAL-GAS
- HEAT PUMP
- NONE
- OTHER
- POWER ROOF VENTS
- WALL UNIT(S)
- WINDOW UNIT(S)
- ZONED

® SEWER (3):

- AERATOR
- COMMUNITY
- LAGOON
- NOT CONNECTED
- OTHER/NONE
- PUBLIC
- SEPTIC
- SHARED
- TERRE DU LAC

® HEATING (5):

- ELECTRONIC AIR FLTRS
- BASEBOARD
- CEILING
- CONVERSION
- DUAL SYSTEM
- FORCED AIR
- GRAVITY AIR
- HEAT PUMP
- HUMIDIFIER
- INDIVIDUAL FURNACES
- HOT WATER/STEAM
- RADIANT FLOOR
- SPACE HEATERS

CABLE AVAILABLE:

- YES
- NO

® WATER (5):

- CISTERN
- COMMUNITY
- NOT CONNECTED
- OTHER/NONE
- PUBLIC
- SHARED
- WELL

® HEAT SOURCE (3):

- ELECTRIC
- GAS
- OIL
- OTHER
- PROPANE
- SOLAR
- STEAM
- WOOD

PROPANE TANK:

- LEASED
- NONE
- OWNED

® WATER HEAT (2):

- ADDITIONAL
- ELECTRIC
- GAS
- PROPANE
- SOLAR
- OTHER

ASSUMPTION INFORMATION Instructions: ® Denotes required information that must be provided. For Multiple Selections, Number in order of importance.

® 1ST ASSUMABLE:
 YES NO

APPROX ASSUMABLE BALANCE: _____

ASSUMABLE MORTGAGE PAYMENT: _____

ASSUMABLE PAYMENT:
 PI PIT PITI OTHER

YEARS REMAINING: _____ **ASSUMABLE INTEREST RATE (%):** _____ **ASSUMPTION FEE (\$):** _____

2ND MORTGAGE
 YES NO

FINANCIAL / MISCELLANEOUS INFORMATION Instructions: ® Denotes required information that must be provided. For Multiple Selections, Number in order of importance.

® GROSS OPERATING INCOME (\$): _____ **® TOTAL EXPENSES (\$):** _____ **® NET INCOME (\$):** _____

® SELLING TERMS (16):

- 2ND AVAILABLE
- ASSUMPTION
- BUY DOWN
- CASH
- CONVENTIONAL
- EXCHANGE
- FHA
- GOVERNMENT
- LEASE
- LEASE BACK
- LEASE OPTION
- LEASE PURCHASE
- OWNER MAY FINANCE
- PRIVATE
- RENT
- RRM/ARM
- SELLER ASSIST
- SELLER MAY PAY SMCLS
- SELL AS ENTITY
- SPECL FINCG CALL AGENT
- TRADE-IN
- VA
- OTHER

® POSSESSION (8):

- 30 DAYS
- AT CLOSING
- IMMEDIATE
- LEASE OUT STAND
- NEGOTIABLE
- OTHER
- POSSESSION OTHER HM
- SPECIFIC DATE
- TENANTS RIGHTS
- UNDER CONSTRUCTION

SELLER(S) SIGNATURE: _____