



Property Address _____ ML# _____

MLS INFORMATION

AP# _____ List Date _____ Expiration Date _____

ML# _____

Street # _____ Direction E/N/S/W _____ Street Name _____ Street Type _____ Unit # _____ (i.e.: Avenue, Street, Alley, Circle)

City _____ Area _____ County _____

State _____ Zip _____ Zip 4 _____
Orange (OR) Ventura (VE) Kern (KE)
Los Angeles (LA) Imperial (IM) Other California County (OT)
Riverside (RI) Santa Barbara (BA) Other State (OS)
San Bernardino (SB) San Luis Obispo (SO) Foreign Country (FC)
San Diego (SD)

TGNO _____ Cross Streets _____ Builder Tract Code _____ (Search for Tract Codes at www.insidetract.com)

Builder Tract Name _____ Price _____ AP# _____

Listing Agreement Type _____ Service Level _____ Have _____ Loans \$ _____

Exclusive Agency Net Full Service
Exclusive Right To Lease Open Limited Service
Exclusive Right To Sell Probate MLS Entry Only
Exclusive Right With Exception

Gross Equity _____ Lot Dimensions _____ Approx Total SqFt _____
Source of SqFt
Appraiser Builders Other
Assessor Estimated Seller
Landlord/Lessor/Owner Taped

Property Description (500 chars max) _____

FINANCIAL ANALYSIS (ANNUAL)

Gross Scheduled Income _____
Tax Area _____
Vacancy Allowance % _____
Tax Rate Year _____
Vacancy Allowance _____
Tax Rate _____
Gross Operating Income _____
Land \$ _____

Operating Expenses % _____
Land % _____
Operating Expenses Amount _____
Improvements \$ _____
Net Operating Income _____
Improvements % _____
Loan Payment _____
Personal Property \$ _____

Gross Spendable Income _____
Personal Property % _____
Cap Rate (auto-calculated) _____
Total Assessed Value _____
Gross Multiplier (auto-calculated) _____
Total Property Tax _____
Lot # _____ Block # _____
Tract # _____ Zoning _____
Lot Sz _____

UNITS

In Tempo, click on "Edit Units" at the floating tool bar located on the left of the input screen

Table with 7 columns: Entry #, # of Units, Bedrooms, Baths, Furnished (Furnished, Partially Furnished, Unfurnished), Mo. Rent, Total Unit Rent

Lot Size Source
Appraiser Builder Landlord/Lessor/Owner Seller
Assessor Estimated Other Taped
Buildings _____ Year Built _____
Legal Desc
HUD Owned Notice to Default Probate Listing
In Foreclosure Oil Rights Unincorporated
Mineral Rights Planned Development

FINANCIAL INFORMATION

Financial Info as of _____
Actual Annual Vacancy _____
Taxes (New) _____
Ins (Est F&L) _____
Wrk Comp Exp _____
Gas _____
Electric Expense _____
Water/ Sewer Expense _____
Trash _____

FINANCIAL INFO (cont.)

Elevator _____ Security _____ Supplies _____
 Cable TV _____ Common Area Maintenance _____ Maintenance % _____ Pest Control Exp _____
 Licenses _____ Gardener _____ Pool Expense _____ Manager _____
 Management _____ Furniture Replcmt _____ Other Expenses Desc _____
 Advertising _____ Other Expenses _____ Total Expenses _____

Leased _____ Total Rent _____ Actual Annual Gross Rent _____
 Other Income Desc _____ Other Income _____ Other Income 2 _____
 Total Garage Rent _____ Total Garage Income _____ Garage Rent Rate _____ Laundry Equipment _____ Lease / Own
 Monthly Gross Scheduled Income _____ Actual Gross Annual Income _____ Laundry Income _____
 1st TD Amt _____ Loan Due Date _____ Lender _____ Loan Assumable _____ Yes / No

Type of Existing Loan _____ Interest Rate _____ Loan Fee _____
 All Inclusive Trust Deed Contract Other-See Remarks
 Cal Vet Conventional Private
 Clear FHA VA Loan
 2nd TD Amt _____ Loan 2 Due Date _____
 Lender 2 _____ Loan Assumable 2 _____ Yes / No

Loan Type 2 _____ Interest Rate 2 _____ Loan Fee 2 _____
 All Inclusive Trust Deed Contract Other-See Remarks
 Cal Vet Conventional Private
 Clear FHA VA Loan
 Loan 2 Payment _____

Financial Remarks (75 chars max) _____

Separate Water Meters _____ # Separate Gas Meters _____ # Separate Elec Meters _____
 Average Studio SqFt _____ Lease \$ _____ Additions/Alterations Yes / No _____ Rec Room Yes / No _____
 Average 1 BR SqFt _____ Lease Time Month / Year _____ Building Permit Yes / No _____ Tenant Pays Gas Yes / No _____
 Average 2 BR SqFt _____ Year Lease Expires _____ Total Parking _____ Tenant Pays Electricity Yes / No _____
 Average 3 BR SqFt _____ Special Study Yes / No _____ # Garages _____ Tenant Pays Water Yes / No _____
 Total Building SqFt _____ Flood Zone Yes / No _____ # Carport _____ Tenant Pays Water Heater Yes / No _____
 Price Per SqFt (auto calculated) _____ Coastal Zone Yes / No _____ # Spaces _____ Tenant Pays Trash Yes / No _____
 Land Lse Fee / Lease _____ Slide Zone Yes / No _____ # Patio _____ Tenant Pays Cable TV Yes / No _____
 Rent Control Yes / No _____

ADDITIONAL PROPERTY FEATURES

Stories _____
 Multi Levels Three or More Levels
 One Level Two Levels
 Split Levels
Sewer _____
 Assessments In Street Paid
 Bonds In, Connected & Paid
 Cesspool Septic Tank
 In Street on Bond
Water _____
 District Private
 Other Well

Cent A/C Yes / No
 ADA Compliant Yes / No
 Elevators Yes / No
 Water Heaters Yes / No
 Heated Pool Yes / No
 Sauna Yes / No
 Alley Yes / No
 Paved Yes / No

of Wall A/C _____
 # of Units with Carpet _____
 # of Units with Drapes _____
 # of Units with Ranges _____
 # of Units with Refrig _____
 # of Units with Disposals _____
 # of Units with D/W _____

Floors _____
 Brick Parquet
 Ceramic Tile Raised Foundation
 Concrete Slab Sheet Vinyl
 Hardwood Terrazzo
 Laminate Vinyl Tile
 Marble Wall-to-Wall Carpet
 Other Wood

Roof _____
 Common Roof Rock/Stone
 Composition Spanish Clay Tile
 Composition/Shingle Tar and Gravel
 Concrete Tile Wood Shakes
 Fire Retardant Wood Shingles
 Other

Heat _____
 Central Water Heater No Heating
 Electric Other Heating
 Floor Furnace Propane
 Forced Air Radiant
 Gravity Heating Solar
 Heat Pump Wall Electric
 Natural Gas Wall Gas

Appliances _____
 Built-Ins Gas/Elec Hook Up
 Dishwasher Gas/Elec Range
 Dryer Ice Maker
 Electric Dryer Hook Up Microwave
 Freestanding Elec Range Propane Dryer Hook Up
 Freestanding Gas Range Refrigerator
 Freestanding Propane Range Stackable W/D Hookup
 Freezer Trash Compactor
 Garbage Disposal Washer
 Gas Dryer Hook Up

Association Amenities

Assoc Fee Incl Alarm System	Assoc Fee Incl Electricity	Assoc Fee Incl Rec Utilities	Association Club House
Assoc Fee Incl Building and Grounds	Assoc Fee Incl Gas	Assoc Fee Incl Valet Parking	Private and Association Pool
Assoc Fee Incl Cable TV	Assoc Fee Incl Limited Access	Assoc Fee Incl Water and Sewer	Private and Association Spa
Assoc Fee Incl Clubhouse	Assoc Fee Incl On Site Security Guard	Assoc Pool	Senior Community
Assoc Fee Incl Concierge	Assoc Fee Incl Partial Utilities	Assoc Spa	
Assoc Fee Incl Courtesy Patrol	Assoc Fee Incl Porter Services	Assoc Tennis	

Construction

Block	Frame & Stucco
Brick	Other

Exterior Construction

Aluminum	Brick and Wood	Flagstone	Other	Stone	Stucco/Wood
Asbestos	Brick/Veneer	Frame	Siding	Stone and Wood	Synthetic Stucco
Block	Cement Board	Glass	Steel	Stucco	Unknown
Brick	Concrete	Manufactured Home	Steel Siding	Stucco/Brick	Vinyl Wood

Style

Cape Cod	French	Shotgun
Colonial	Georgian	Spanish
Contemporary	Mediterranean	Traditional
Contemporary/Modern	Modern	Tudor
Craftsman	Other	Victorian
English	Ranch	

Misc Interior

Cathedral Ceilings	2 Staircases	Brick Walls
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Lot Description

Airpark	In Golf Course Community	Pond
Alley Access	Lake Front	Ravine
Beach Front	Lot 10,000-19,999 Sq Ft	River Front
Cleared	Lot 20,000-39,999 Sq Ft	Subdivision Lot
Corner Lot	Lot 6,500-9,999 Sq Ft	Water Front
Cul-De-Sac	Lot Over 40,000 Sq Ft	Wooded
Greenbelt	Ocean Front	
Horse Property Improved	Ocean Side of Freeway	
Horse Property Unimproved	Ocean Side of Highway 1	

Amenities, Other

Elevator	Sauna Private	Tennis Court Private
Energy Efficient	See Remarks	Wet Bar
Gazebo	Shower Stall	Wrap Around Porch
Koi Pond	Solar	

Parking Type

Above Street Level Parking	Circular Driveway	Garage Attached	Guest Parking	Porte-Cochere	Valet Parking
Assigned Parking	Controlled Entrance	Garage Detached	Offsite Parking for Guests	RV Access/Parking	Workshop
Auto Driveway Gate	Covered	Garage Door Opener	Onsite Parking for Guest	RV Garage	
Boat Parking	Direct Garage Access	Gated Parking	Other Parking	Subterranean Parking	
Built-In Storage	Driveway	Gated Underground Parking	Oversized Parking	Tandem	
Carport	Driveway Gate	Golf Cart Garage	Parking Space	Unassigned Parking	

Pool Description

Private Pool	Private and Association Pool
Assoc Pool	No Pool

Rental Amenities

Unit Water Heaters

Rooms

Guest House/Casita	Laundry-Individual Unit	Utility Room
Laundry in Closet	Loft	Workshop
Laundry-Community	Storage Space	

Spa Desc

Private Spa
Association Spa
Private and Association Spa
No Spa

Sprinkler

Sprinklers

Structural Condition

Historical Property	Under Construction
New Construction	Value Mainly In Land
Repairs Cosmetic	Wheelchair Access
Repairs Major Needed	

Structural Other

Historical Property	220V Throughout
Value Mainly In Land	
Wheelchair Access	

Entry Location

Elevator to Entry	Other
Ground Level – no steps	Penthouse
Ground Level w/steps	Top Level
Mid Level	

View Description

Back Bay View	Catalina Island View	Golf Course View	Lake View	Ocean View	Pier View	Trees/Woods View
Bay View	City Lights View	Harbor View	Marina View	Panoramic View	Pool View	Valley View
Canyon View	Coastline View	Hills View	Mountain View	Park or Green Belt View	River View	View Vincent Thomas Bridge
	Desert View	Lake Front View		Peek-A-Boo View	Rocks View	Water View
						White Water View

Terms

All Inclusive Trust Deed	Cash To New Loan	Freddie Mac	Owner May Carry	Short Pay / Subject To Lender	Trade
Cal Vet	Exchange	Government Loan	Owner Will Carry	Subject To Court	Trust Conveyance
Cash	Fannie Mae	Land Contract	Real Estate Owned	Subject To Other	VA Loan
Cash To Existing Loan	FHA Loan	Lease Option		Submit	VA No Loan
					VA No No Loan

Showing Instr

Transfer of Possession

Show Phone **S/O Comp** **S/O Comp** % / \$ **Dual/Variable Rate Comm**

Gate Code (25 chars max)

Owner Name Owner Phone

Board ID **Office Name** **Listing Company ID** **Listing Office ID**
(System Generated) (System Generated) (System Generated)

Office Phone **Office Fax** **L Agt Full Name** **L Agt ID**
(System Generated)

Agt Preferred Phone **Agt Preferred Phone Ext** **Agt Res Phone**

Agt Preferred Fax **L Agt Cell Phone** **L Agt Pager**

Voicemail **Voicemail Ext** **L Agt Email**

L Agt Website

(System Generated)

Co-Listing Agt ID **Co-Listing Agt Full Name**

Co-Listing Agt Preferred Phone **Co-Listing Agt Preferred Phone Ext**

Co-Listing Agt Res Phone **Co-Listing Agt Preferred Fax**

Co-Listing Agt Pager **Co-Listing Agt Cell Phone**

Co-Listing Agt Voicemail **Co-Listing Agt Voicemail Ext** **Co-Listing Office ID**

Co-Listing Agt Email

Agent Remarks (500 chars max)



Payment Authorization for Recip Listings Only Form

Please complete this form only if you are reciprocating a listing to the following MLS'. **California Desert AOR, CLAW, I-tech, Socal MLS and South Bay AOR.**

Date: _____

Address of the Property: _____

City: _____ Zip Code: _____

Listing Agent Name: _____ Phone #: _____

Office Name: _____

Listing Fee \$25.00 (includes one photo)

Listing fee includes 1st *Photo	\$25.00
_____ # of Additional *Photos @ \$5.00 \$ _____	= \$ _____

Type of Credit Card: VISA [] M/C [] AM EXP [] OPTIMA []

Card # _____ Exp. Date _____

Name as it appears on Card _____

I authorize the Association to charge my credit/ATM Card indicated above for my listing. Please make all checks payable to Tricounties.

Signature _____

PHOTOS?

E-mail photo(s) to TricoPhotos@rPartner.net. Please be sure to type in the subject line the listing address or the listing number if you have it.

Photos are attached to this form by Disk, Print or Photo Prints (if you are bringing the photos in person).

***Preferred Fax Number:** _____
Please provide a fax number in case we have questions or your listing is incomplete, thank you!

***Contact Phone Number:** _____
Please provide a phone number in case we have questions or your listing is incomplete, thank you!

Please fax this form along with the reciprocal input listing form to **(909) 594-7156** Attn. MLS Department and if you have any questions about this form please contact us at (909) 594-5992.

Thank you!