



Ⓡ Required Fields

Property Address \_\_\_\_\_ ML# \_\_\_\_\_

MLS INFORMATION

Ⓡ AP# \_\_\_\_\_ Ⓡ List Date \_\_\_\_\_ Ⓡ Expiration Date \_\_\_\_\_

ML# \_\_\_\_\_ (System Generated) Ⓡ Use Code \_\_\_\_\_ Ⓡ Property Attached / Detached

- Apartment
- Combo Res & Com
- Condominium
- High or Mid Rise Condo
- Loft
- Loft Live and Work
- Own Your Own
- Single Family Residence
- Stock Cooperative
- Timeshare

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

Ⓡ City \_\_\_\_\_ Ⓡ Area \_\_\_\_\_ Ⓡ County \_\_\_\_\_

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

Ⓡ TGNO \_\_\_\_\_ Ⓡ Cross Streets \_\_\_\_\_ Ⓡ Builder Tract Code \_\_\_\_\_

Builder Tract Name \_\_\_\_\_ (Range [ ]) List Price Low \_\_\_\_\_ Ⓡ List Price High \_\_\_\_\_

Ⓡ Listing Agreement Type \_\_\_\_\_ Ⓡ Service Level \_\_\_\_\_ Ⓡ Model Code \_\_\_\_\_ Model Name \_\_\_\_\_  
(Search for Tract Codes at [www.insidetract.com](http://www.insidetract.com))

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

Ⓡ Stories \_\_\_\_\_ Floor Entry \_\_\_\_\_ Total Floors \_\_\_\_\_ Common Walls \_\_\_\_\_

- Ground Level
- Mid Level
- One Level
- Split Level
- Three or More Levels
- Top Level
- Two Levels
- 1 common wall
- 2+ common walls
- No common Walls
- No One Above
- No One Above or Below
- No One Below

Ⓡ Year Built \_\_\_\_\_ Ⓡ Year Built Source \_\_\_\_\_ Ⓡ Bedrooms \_\_\_\_\_ Ⓡ Baths \_\_\_\_\_ Baths- Add \_\_\_\_\_  
Appraiser Assessor Builder Estimated Landlord/Lessor/Owner Other Seller

Ⓡ View Desc

- Back Bay View
- Bay View
- Bridge View
- Canyon View
- Catalina Island View
- City Lights View
- Coastline View
- Desert View
- Golf Course View
- Harbor View
- Hills View
- Lake Front View
- Lake View
- Marina View
- Mountain View
- No View
- Ocean View
- Panoramic View
- Park or Green Belt View
- Peek-A-Boo View
- Pier View
- Pool View
- River View
- Rocks View
- Trees/Woods View
- Valley View
- View
- Water View
- White Water View

Ⓡ Approx Total SqFt \_\_\_\_\_ SqFt Source \_\_\_\_\_ Ⓡ Lot Sz \_\_\_\_\_ Lot Size Source \_\_\_\_\_ Lot Dimensions \_\_\_\_\_ Acres \_\_\_\_\_

- Appraiser
- Assessor
- Builder
- Estimated
- Landlord/Lessor/Owner
- Other
- Seller
- Taped

Acres Source \_\_\_\_\_ Price Per SqFt \$ \_\_\_\_\_ (System Generated) Parking Type \_\_\_\_\_

- Appraiser
- Assessor
- Builder
- Taped
- Estimated
- Landlord/Lessor/Owner
- Other
- Seller
- Carport
- Direct Garage Access
- Driveway
- Garage Attached
- Garage Detached
- Golf Cart Garage
- Guest Parking
- Other Parking
- Parking Space
- RV Access/Parking
- RV Garage
- Subterranean Parking
- Above Street Level Parking
- Assigned Parking
- Auto Driveway Gate
- Boat Parking
- Built-In Storage
- Circular Driveway
- Controlled Entrance
- Driveway Gate
- Garage Door Opener
- Gated Parking
- Gated Underground Parking
- Offsite Parking for Guests
- Onsite Parking for Guests
- Oversized Garage
- Porte-Cochere
- Pull thru Garage
- RV Paved
- RV Possible
- Tandem
- Unassigned Parking
- Valet Parking
- Workshop

Ⓡ Garages, # Cars \_\_\_\_\_ # Remotes \_\_\_\_\_ # Parking Spaces \_\_\_\_\_ Carport, # Cars \_\_\_\_\_ RV Access Dim \_\_\_\_\_

Property Description (500 chars max) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ROOMS**

**Bedroom Features**

Converted Bedroom  
Dressing Area  
Main Floor Bedroom  
Main Floor Master Bedroom  
Master Bedroom Retreat  
Master Suite  
Walk-In Closet

2 Master Bedrooms  
All Bedrooms Down  
All Bedrooms Up  
Ground Floor Master Bedroom  
Master Bedroom Balcony  
Multi-Level Bedroom

**Living Room Desc**

Living Rm Entrance  
Living Room  
Living Room Balcony

**Dining Area**

Breakfast Counter/Bar  
Breakfast Nook  
Dining Ell  
Eating Area  
Family Kitchen

Family Room  
Formal Dining Rm  
In Kitchen  
Living Room  
Other Dining

Country Kitchen  
Kitchen Island  
Kitchen/Dining Combo  
Living/Dining Combo

**Rooms**

|            |                     |                         |                    |                      |                |                |                      |
|------------|---------------------|-------------------------|--------------------|----------------------|----------------|----------------|----------------------|
| Atrium     | Community Laundry   | Individual Laundry Room | Laundry in Closet  | Loft                 | Utility Room   | Computer Niche | Garage Apartment     |
| Attic      | Great Room          | Inside Laundry          | Laundry in Garage  | Other Laundry        | Walk-In Pantry | Den/Ofc        | Laundry Area in Unit |
| Basement   | Guest House/Casita  | Jack & Jill             | Laundry in Kitchen | Recreation Room      | Wine-Cellar    | Family Room    | Sleeping Porch       |
| Bonus Room | Guest-Maid Quarters | Laundry Area            | Library            | Separate Family Room | Workshop       | Gameroom Down  | Study                |
|            |                     |                         |                    | Storage Space        | 2 Master Baths | Gameroom Up    | Sun Room             |

**Pool Desc**

Private Pool  
Assoc Pool  
Private and Assoc Pool  
No Pool  
Above Ground  
Fiberglass

Filtered Only--No Heat  
Gunite  
Heated & Filtered  
Heated with Gas  
In Ground  
Indoor Pool

Other Pool  
Solar Heated Pool  
Tiled  
Vinyl  
Fenced  
No Permits  
Permits

**Spa Desc**

Private Spa  
Association Spa  
Private and Assoc Spa  
No Spa  
Above Ground

Fiberglass  
Gunite  
In Ground  
Other

**TV**

Cable TV  
TV Antenna  
TV Satellite Dish

**Appliances**

|                               |                             |                            |                       |                        |                     |
|-------------------------------|-----------------------------|----------------------------|-----------------------|------------------------|---------------------|
| Built-In & Freestanding Range | Dishwasher                  | Freestanding Propane Range | Gas/Electric Range    | Trash Compactor        | Gas Oven            |
| Built-In Electric Range       | Dryer                       | Freezer                    | Microwave             | Washer                 | Ice Maker           |
| Built-In Gas Range            | Electric Dryer Hookup       | Garbage Disposal           | Propane Dryer Hook Up | Double Oven            | None                |
| Built-In Propane Range        | Freestanding Electric Range | Gas Dryer Hookup           | Refrigerator          | Electric Dryer Hook Up | Portable Dishwasher |
| Convection Oven               | Freestanding Gas Range      | Gas/Elec Dryer Hook Up     | Stackable W/D Hookup  |                        |                     |

**Fireplace**

Yes/No  
\* If answer is YES, then **Fireplace Location** and **Fuel** will be required

**Fireplace Location**

Den  
Family Room  
Living Room

Master Bedroom  
Master Bedroom Retreat  
Other

**Fireplace Fuel**

Other  
Uses Both Gas & Wood  
Uses Electricity Only  
Uses Gas Only  
Uses Wood Only

**Security Description**

Closed Circuit TV  
Fire Sprinklers  
Gated Community  
Gated Community with Guard  
Intercom  
Security System

Window Bars  
Automatic Fire Sprinkler System Throughout  
Card/Code Access  
Fire and Smoke Detection System  
Fire Rated Drywall  
Prewired for Alarm System

**High or Mid-Rise Amenities**

|  |                                |                                 |                                 |                         |
|--|--------------------------------|---------------------------------|---------------------------------|-------------------------|
| 24-Hour Closed Circuit Bldg Surveillance | Community Recreation Clubhouse | Jogging Track                   | Outdoor Cooking Area            | Rooftop Swimming Pool   |
| 24-Hour Concierge                        | Concierge                      | Lounge                          | Passenger Elevator              | Sauna                   |
| Barbecue Area                            | Conference Facilities          | Maid Service                    | Picnic Area                     | Service Elevator        |
| Billiards Room                           | Door Person                    | Meeting Room                    | Pool & Spa                      | Steam Room              |
| Bocce Ball Court                         | Entrance Lobby                 | Men's and Women's Changing Room | Private Cabana                  | Sun Terrace             |
| Business Center                          | Executive Business Center      | Men's and Women's Locker Rooms  | Private Storage Lockers for Res | Tech Desk               |
| Club Room                                | Fire Pit                       | Mid-Rise building               | Raquetball Court                | Trash Chute             |
| Clubhouse - Plasma Screen TV             | Fitness Center                 | On Site Retail                  | Recreational Multipurpose Room  | Yoga and Pilates Studio |
| Clubhouse - Catering Sized Kitchen       | Indoor Half Basketball Court   | Onsite Property Management      | Rooftop Sky Deck                |                         |
| Comfortable Lounging Areas               |                                |                                 |                                 |                         |

**Amenities, Other**

|                  |                        |                     |                      |                   |                    |
|------------------|------------------------|---------------------|----------------------|-------------------|--------------------|
| Barbecue Private | Furnished              | Koi Pond            | Tennis Court Private | Water Softener    | Bidet              |
| Dock Private     | Gazebo                 | Sauna Private       | Turnkey              | Wet Bar           | Boat Slip          |
| Dumbwaiter       | Home Automation System | Shower Stall        | Vacuum Central       | Wrap Around Porch | Greenhouse         |
| Elevator         | Home Theater           | Sport Court Private | Water Purifier       | Airplane Hangar   | Home Warranty Plan |

**INTERIOR**

**Heat**

|                 |                      |                    |                  |
|-----------------|----------------------|--------------------|------------------|
| Baseboard       | Heat Pump            | Propane            | Solar Heat Water |
| Electric        | Hot Water Circulator | Radiant            | Wall Electric    |
| Floor Furnace   | Natural Gas          | Solar              | Wall Gas         |
| Forced Air      | No Heating           | Solar Heat Other   | Wood Stove       |
| Gravity Heating | Other Heating        | Solar Heat Passive | Zoned            |

**AC**

|                  |                     |                 |
|------------------|---------------------|-----------------|
| Attic Fan        | Dual                | Room Evap Air   |
| Attic Ventilator | Evaporative         | Room Refrig Air |
| Ceiling Fan      | No Air Conditioning | Wall / Window   |
| Central          | Other               | Zoned           |

**Floors**

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

**Misc Interior**

|                            |                 |
|----------------------------|-----------------|
| Cathedral-Vaulted Ceilings | Window Shutters |
| Custom Window Covering     | 2 Staircases    |
| Window Blinds              | Brick Wall      |
| Window Drapes-Curtains     |                 |

**EXTERIOR/STRUCTURAL**

**® Style**

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

**® Exterior Construction**

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

**® Roof**

|                     |                       |
|---------------------|-----------------------|
| <b>Common Roof</b>  | <b>Concrete Shake</b> |
| Concrete Tile       | <b>Metal</b>          |
| Fire Retardant      | Other                 |
| Tar and Gravel      | Rock/Stone            |
| Wood Shingles       | Spanish Clay Tile     |
| Composition         | Wood Shakes           |
| Composition/Shingle |                       |

**Plumbing**

Full Copper Plumbing  
Partial Copper Plumbing

**Patio Characteristics**

|                      |                       |                  |
|----------------------|-----------------------|------------------|
| Balcony              | Deck                  | Patio            |
| Brick                | Enclosed <b>Patio</b> | Rock             |
| Concrete Slab        | Lanai                 | Roof Top Deck    |
| Covered <b>Patio</b> | Other                 | Wood             |
|                      |                       | <b>Permitted</b> |

**Doors & Windows**

|                            |                           |
|----------------------------|---------------------------|
| Bay Window                 | Garden Window             |
| Double Door Entry          | Skylights                 |
| French Doors               | Stain-Leaded Glass Window |
| French / Mullioned Windows |                           |

**Structural Condition**

|                      |                      |
|----------------------|----------------------|
| Additions / Alter    | Repairs Cosmetic     |
| Fixer                | Repairs Major Needed |
| New Construction     | Under Construction   |
| No Additions / Alter |                      |

**Sprinkler**

|                      |                    |                  |
|----------------------|--------------------|------------------|
| Front and Rear       | Rear Only          | <b>Manual</b>    |
| Front and Side       | Side and Rear      | <b>Side Only</b> |
| Front Only           | Sprinkler Timer    |                  |
| Front, Side and Rear | <b>Drip System</b> |                  |

**Structural Other**

|                          |                     |                        |
|--------------------------|---------------------|------------------------|
| <b>220V Throughout</b>   | Faces East          | Townhouse              |
| 220V In Garage           | Faces North         | Two On A Lot           |
| 220V In Kitchen          | Faces South         | Value Mainly in Land   |
| 220V In Laundry          | Faces West          | Wheelchair Access      |
| 220V In Workshop         | Freestanding        | <b>Accessory Bldgs</b> |
| 220V Other – See Remarks | Historical Property | <b>Barn/Stable</b>     |
| Custom Built             | Rain Gutters        | <b>Combination</b>     |
| End Unit                 | Termite Clearance   | <b>Foundation</b>      |

**® Entry Location**

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

**Enclosed Yard**

|              |               |
|--------------|---------------|
| <b>Back</b>  | No Yard       |
| Block Wall   | Other Fencing |
| Brick Wall   | Redwood       |
| Chain Link   | Slumpstone    |
| Cross Fenced | Stucco Wall   |
| <b>Front</b> | Wood          |
| Glass        | Wrought Iron  |
| Grapestake   | Yard          |

**LOT DESCRIPTION**

**® AP#** \_\_\_\_\_ **Zoning** \_\_\_\_\_ **® Lot #** \_\_\_\_\_ **Block #** \_\_\_\_\_ **® Tract #** \_\_\_\_\_

**Lot/Community Desc**

|                    |                           |                         |                       |                            |                       |                 |
|--------------------|---------------------------|-------------------------|-----------------------|----------------------------|-----------------------|-----------------|
| Alley Access       | Horse Property Improved   | Lot Level-Flat          | On Lake Front         | <b>Airpark</b>             | Lake Front            | Street Dirt     |
| Beach Front        | Horse Property Unimproved | Lot Over 40,000 Sq Ft   | Water Front           | <b>Cleared</b>             | Lot Shape – Flag      | Street Paved    |
| <b>Bluff Front</b> | Lot 10,000 – 19,999 Sq Ft | Ocean Front             | Zero Lot Line         | Cul-De-Sac                 | Lot Shape - Irregular | Street Private  |
| Corner Lot         | Lot 20,000 – 39,999 Sq Ft | Ocean Side of Freeway   | <b>1-4.99 Acres</b>   | Curbs-Walks                | Lot Shape-Rectangular | Street Public   |
| Horse Property     | Lot 6,500 – 9,999 Sq Ft   | Ocean Side of Highway 1 | <b>10-39.99 Acres</b> | <b>Greenbelt</b>           | Pond                  | Streetlights    |
|                    |                           | On Golf Course          | <b>40+ Acres</b>      | Horse Property–see remarks | Ravine                | Subdivision Lot |
|                    |                           |                         | <b>5-9.99 Acres</b>   | In Golf Course Community   | River Front           | Wooded          |

**Legal Desc**

|                        |                            |                     |                 |
|------------------------|----------------------------|---------------------|-----------------|
| CC&RS                  | In Flood Zone              | Moratorium          | Probate Listing |
| Conditional Use Permit | In Foreclosure             | Oil Rights          | Unincorporated  |
| Homeowners Association | In Special Study Area      | Planned Development |                 |
| HUD Owned              | Manufactured Homes Allowed |                     |                 |

**® City Inspect** Yes/No

**® Mello Roos** Yes/ No **® Land Lse** Fee/Lease **Lease Transfer \$** \_\_\_\_\_ **Land Lse/Yr \$** \_\_\_\_\_

**Lease Renew Date** \_\_\_\_\_ **Lease Expires Date** \_\_\_\_\_

**® Sewer**

|             |                   |                      |                  |
|-------------|-------------------|----------------------|------------------|
| Assessments | Cesspool          | In Street Paid       | Septic Tank      |
| Bonds       | In Street on Bond | In, Connected & Paid | <b>In Street</b> |
|             |                   |                      | Sewer Other      |

**® Water**

|          |         |                      |
|----------|---------|----------------------|
| District | Private | <b>Stock Company</b> |
| Other    | Well    |                      |

**COMMUNITY ASSOCIATION**

**® HS Dist** \_\_\_\_\_ **Elementary School** \_\_\_\_\_ **JR High** \_\_\_\_\_ **SR High** \_\_\_\_\_

Property Address \_\_\_\_\_

ML# \_\_\_\_\_

**Association Amenities**

Assoc Barbeque  
Assoc Earthquake Ins Pd  
Assoc Gym /Exercise Room  
Assoc Insurance Paid  
Assoc Maintenance Paid  
Assoc Pet Rules-Call LA  
Assoc Pool  
Assoc Sauna  
Assoc Sport Court

Assoc Tennis  
Assoc Trash Paid  
Assoc Utilities Paid  
Private and Association Pool  
Private and Association Spa  
Senior Community  
Assoc Club Hse/Rec Facility  
Assoc Fee Incl Alarm System  
Assoc Fee Incl Building and Grounds

Assoc Fee Incl Cable TV  
Assoc Fee Incl Clubhouse  
Assoc Fee Incl Concierge  
Assoc Fee Incl Electricity  
Assoc Fee Incl Gas  
Assoc Fee Incl Limited Access  
Assoc Fee Incl On Site Security Guard  
Assoc Fee Incl Partial Utilities  
Assoc Fee Incl Porter Services

Assoc Fee Incl Rec Utilities  
Assoc Fee Incl Valet Parking  
Assoc Fee Incl Water and Sewer  
Common RV Parking  
Hot Water  
Storage Area  
Unknown  
Water Paid

# Units \_\_\_\_\_

Ⓡ Assoc Dues #1 \_\_\_\_\_

Assoc Dues #2 \_\_\_\_\_

**FINANCIAL INFO**

Ⓡ Terms

All Inclusive Trust Deed  
Cal Vet  
Cash  
Cash To Existing Loan

Cash To New Loan  
Exchange  
Fannie Mae  
FHA Loan

Freddie Mac  
Land Contract  
Owner May Carry  
Owner Will Carry

Real Estate Owned  
Short Pay/Subject to Lender  
Subject To Court  
Subject To Other

Submit  
Trade  
Trust Conveyance  
VA Loan

VA No Loan  
VA No No Loan  
Concurrent Close  
Home of Choice  
Lse-Opt to Buy

Ⓡ Desired Escrow Time

1<sup>st</sup> TD AMT \_\_\_\_\_

Interest Rate \_\_\_\_\_

2<sup>nd</sup> TD AMT \_\_\_\_\_

Interest Rate 2 \_\_\_\_\_

Type of Existing Loan

All Inclusive Trust Deed  
Cal Vet  
Clear  
Contract  
FHA  
Conventional  
Other – See Remarks  
Private  
VA Loan

Type of Existing Loan Rate

Adjustable  
Fixed  
Graduated  
Other-See Remarks

Loan Type 2

All Inclusive Trust Deed  
Cal Vet  
Clear  
Contract  
FHA  
Conventional  
Other – See Remarks  
Private  
VA Loan

Type of Existing Loan Rate 2

Adjustable  
Fixed  
Graduated  
Other-See Remarks

Financial Remarks (75 chars max) \_\_\_\_\_

Points \_\_\_\_\_

Ⓡ Deposit \_\_\_\_\_

Total Property Tax \_\_\_\_\_

Total Assessed Value \_\_\_\_\_

**SHOWING INSTRUCTIONS**

Ⓡ Showing Instr

Call Listing Office  
See Remarks  
Subject to Inspection  
Appointment Only  
Call First  
Drive By  
Gate Pass  
Go Direct  
Key in Listing Office  
Keybox, Vacant  
Restricted Access-Call L/Agent

Ⓡ Occupant Type

Lessee  
Owner  
Tenant  
Vacant

Ⓡ Occupant Name \_\_\_\_\_

Occupant Phone \_\_\_\_\_

Ⓡ S/O Comp \_\_\_\_\_

Ⓡ S/O Comp %/\$ \_\_\_\_\_

Ⓡ Dual/Variable Rate Comm

Call For Information  
No  
See Remarks  
Yes

Ⓡ Consider Lease Yes/ No

Transfer of Possession

Close of Escrow  
COE Plus  
COE Plus 1  
COE Plus 2  
COE Plus 3  
Negotiable  
Other-See Remarks

Ⓡ Lockbox Location

Call Listing Office  
Front Door  
Front Gate  
Garage Door  
Gas Meter  
No Key Safe  
Rear Door  
See Remarks  
Side Door  
Side Gate  
Sign Post  
Vault  
Water Pipe

Ⓡ Lockbox Type

Supra-SoCalMLS  
Call Listing Office  
Combo-See Remarks  
No Key Safe  
Other-See Remarks  
SentriloLock  
Supra iBox  
Supra Key  
Supra-DAMLS  
Supra-GIVMLS  
Supra-GSBRMLS  
Supra-MRMLS  
Supra-Newport  
Supra-SRAR/BAOR

Showing Misc

No Sign On Property  
Relo Property  
Sellers RE License  
Sign On Property

Gate Code (25 chars max) \_\_\_\_\_

Management Company Name \_\_\_\_\_

Management Company Phone \_\_\_\_\_

**LISTING OFFICE/AGENT INFO**

Board ID \_\_\_\_\_

Office Name \_\_\_\_\_

Listing Company ID \_\_\_\_\_

Ⓡ Listing Office ID \_\_\_\_\_

Office Phone \_\_\_\_\_

Office Fax \_\_\_\_\_

L Agt Full Name \_\_\_\_\_

Ⓡ L Agt ID \_\_\_\_\_

Ⓡ 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 \_\_\_\_\_

**CO-LISTING OFFICE/AGENT INFO**

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 \_\_\_\_\_

**AGENT REMARKS**

Co-Listing Agt Email \_\_\_\_\_

Agent Remarks (500 chars max) \_\_\_\_\_

LP Excludes (80 chars max) \_\_\_\_\_

**Price Includes**

- |              |                |                     |                  |                   |                      |                |
|--------------|----------------|---------------------|------------------|-------------------|----------------------|----------------|
| Alarm System | Clothes Dryer  | Exterior Lighting   | Fireplace Logs   | None              | Pool Equipment       | Satellite Dish |
| Antenna      | Clothes Washer | Fireplace Equipment | Fireplace Screen | Other/See Remarks | Portable Dish Washer | Water Softener |

**INTERNET INFORMATION**

- |   |  |   |  |   |
|---|--|---|--|---|
| <input type="checkbox"/> Address on the Internet? Yes/ No | <input type="checkbox"/> HomeSeekers Yes/ No | <input type="checkbox"/> LA Times Yes/ No | <input type="checkbox"/> OC Register Yes/ No | <input type="checkbox"/> Cyberhomes Yes/No    |
| <input type="checkbox"/> Realtor.com Yes/ No              | <input type="checkbox"/> Homes.com Yes/ No   | <input type="checkbox"/> IDX Yes/ No      | <input type="checkbox"/> LA New Group Yes/No | <input type="checkbox"/> Listing Paid Yes/ No |
|   |  |   |  | <input type="checkbox"/> Broker Load Yes/ No  |

**LISTING ACTIVITY**

List Date \_\_\_\_\_  Expiration Date \_\_\_\_\_

**Change to Pending/Backup Offers/First Right of**

Pending (Projected Sale) Price \$ \_\_\_\_\_

Projected Close Date \_\_\_\_\_

Pending Date \_\_\_\_\_

Financing \_\_\_\_\_

Selling Agent \_\_\_\_\_

- All Inclusive Trust Deed
- Assumed
- Cal Vet
- Cash
- Conventional
- FHA Loan
- Land Contract
- Other-See Rmks-Call List Office
- Owner Carried
- Private
- Trust Conveyance
- VA Loan

**Sold Terms**

- Auction
- Buyer Concessions
- Contract Of Sale
- Exchange/Trade
- In Foreclosure
- Lease Option
- Real Estate Owned
- Seller Concessions
- Short Payoff
- Standard Sale

**CLOSED INFORMATION**

Selling Agent \_\_\_\_\_

Closed Date \_\_\_\_\_

Sold Terms \_\_\_\_\_

- Auction
- Buyer Concessions
- Contract Of Sale
- Exchange/Trade
- In Foreclosure
- Lease Option
- Real Estate Owned
- Seller Concessions
- Short Payoff
- Standard Sale

Pending Date \_\_\_\_\_

Sales Price \_\_\_\_\_

Financing \_\_\_\_\_

- All Inclusive Trust Deed
- Assumed
- Cal Vet
- Cash
- Conventional
- FHA Loan
- Land Contract
- Other-See Rmks-Call List Office
- Owner Carried
- Private
- Trust Conveyance
- VA Loan

"The accuracy of all information, including square footage and lot sizes is deemed reliable but not guaranteed and should be independently verified through personal inspection with the appropriate professionals."

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



## 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)**

|   |                |
|---|----------------|
| <b>Listing fee includes 1<sup>st</sup> *Photo</b> | <b>\$25.00</b> |
| _____ # 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](mailto: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!