



Property Address _____ ML# _____

MLS INFORMATION

AP# _____ List Date _____ Expiration Date _____

ML# _____ (System Generated) Use Code _____ Property Attached / Detached
Apartment, Condominium, Loft, Own Your Own, Single Family Residence, Stock Cooperative, Timeshare, Condo - Res & Com, High or Mid-Rise condo, Loft - Live and Work

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 _____
(Search for Tract Codes at www.insidetract.com)

Builder Tract Name _____ Builders Name _____ Lease Price _____

Listing Agreement Type _____ Service Level _____ Model Code _____ Model Name _____
Exclusive Agency, Exclusive Right To Lease, Exclusive Right To Sell, Exclusive Right With Exception, Net, Open, Probate, 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 _____
Appraiser, Assessor, Builder, Estimated, Landlord/Lessor/Owner, Other, Seller, Taped

Lot Dimensions _____ Acres _____ Acres Source _____ Price Per SqFt \$ _____
(Appraiser, Assessor, Builder, Estimated, Landlord/Lessor/Owner, Other, Seller, Taped)

Parking Type _____
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	Great Room	Jack & Jill	Library	Storage Space	2 Master Baths	Gameroom Up	Study
Attic	Guest House/Casita	Laundry Area	Loft	Utility Room	Computer Niche	Garage Apartment	Sun Room
Basement	Guest-Maid Quarters	Laundry In Closet	Other Laundry	Walk-In Pantry	Den/Ofc	No Laundry in Unit	
Bonus Room	Individual Laundry Room	Laundry In Garage	Recreation Room	Wine Cellar	Family Room	Sleeping Porch	
Community Laundry	Inside Laundry	Laundry in Kitchen	Separate Family Room	Workshop	Gameroom Down		

AMENITIES

Pool Desc

Private Pool
Assoc Pool
Private and Association 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

Spa Desc

Private Spa
Association Spa
Private and Association Spa
No Spa
Above Ground
Fiberglass

TV

Cable TV
TV Antenna
TV Satellite Dish

Appliances

Built-In & Freestanding Range Built-In Electric Range Built-In Gas Range Built-In Propane Range Convection Oven	Dishwasher Dryer Electric Dryer Hookup Freestanding Electric Range Freestanding Gas Range	Freestanding Propane Range Freezer Garbage Disposal Gas/Elec Dryer Hook Up Gas/Electric Range	Microwave Propane Dryer Hook Up Refrigerator Stackable W/D Hook Up Trash Compactor	Washer Double Oven Electric Dryer Hookup Electric Oven Gas Dryer Hookup	Gas Oven Ice Maker None Portable Dishwasher
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Fireplace Yes/No

Fireplace Location

Fireplace Fuel

Security Description

* If answer is **YES**, then **Fireplace Location** and **Fuel** will be required

Den Family Room Living Room	Master Bedroom Master Bedroom Retreat Other	Other Uses Both Gas & Wood Uses Electricity Only Uses Gas Only Uses Wood Only	Closed Circuit TV Fire Sprinklers Gated Community Gated Community with Guard Gated Parking 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
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High or Mid-Rise Amenities

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

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

Heat

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

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

Ceramic Tile Hardwood Marble Parquet	Vinyl Tile Wall-to-Wall Carpet Wood Brick	Laminate Other Raised Foundation Stone
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Misc Interior

Cathedral-Vaulted Ceilings Custom Window Covering Window Blinds Window Drapes-Curtains	Window Shutters 2 Staircases Brick Walls
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EXTERIOR/STRUCTURAL

Style

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

Exterior Construction

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

Roof

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

Plumbing

Full Copper Plumbing
Partial Copper Plumbing

Patio Characteristics

Balcony	Deck	Patio
Brick	Enclosed Patio	Rock
Concrete Slab	Lanai	Roof Top Deck
Covered Patio	Other	Wood
		Permitted

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
Front and Side	Side and Rear
Front Only	Sprinkler Timer
Front, Side and Rear	

Structural Other

220V Throughout	220V Other-See Remarks	Faces South	Rain Gutters	Accessory Bldgs	Propane
220V In Garage	Custom Built	Faces West	Townhouse	Barn/Stable	Wheelchair Adaptable
220V In Kitchen	End Unit	Freestanding	Two On A Lot	Natural Gas	
220V In Laundry	Faces East	Historical Property	Value Mainly in Land	Pre-Wired for High Speed Data Lines	
220V In Workshop	Faces North	Other-See Remarks	Wheelchair Access	Pre-Wired for Surround Sound	

Entry Location

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

LOT DESCRIPTION

AP# _____	Zoning _____	Lot # _____	Block # _____	Tract # _____
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Lot Description

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

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	Section 8
HUD Owned	Manufactured Homes Allowed		

Sewer

Assessments	In Street on Bond	Septic Tank
Bonds	In Street Paid	In Street
Cesspool	In, Connected & Paid	Sewer Other

Water

District	Private	Stock Company
Other	Well	

Enclosed Yard

Back	Cross Fenced	No Yard	Stucco Wall
Block Wall	Front	Other Fencing	Wood
Brick Wall	Glass	Redwood	Wrought Iron
Chain Link	Grapestake	Slumpstone	Yard

COMMUNITY ASSOCIATION

HS Dist _____	Elementary School _____	JR High _____	SR High _____
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Association Amenities _____ **# Units** _____

Assoc Barbeque	Assoc Spa	Assoc Fee Incl Building and Grounds	Assoc Fee Incl Partial Utilities
Assoc Earthquake Ins Pd	Assoc Tennis	Assoc Fee Incl Cable TV	Assoc Fee Incl Porter Services
Assoc Gym/Exercise Room	Assoc Trash Paid	Assoc Fee Incl Clubhouse	Assoc Fee Incl Rec Utilities
Assoc Insurance Paid	Assoc Utilities Paid	Assoc Fee Incl Concierge	Assoc Fee Incl Valet Parking
Assoc Maintenance Paid	Private and Association Pool	Assoc Fee Incl Courtesy Patrol	Assoc Fee Incl Water and Sewer
Assoc Pet Rules-Call LA	Private and Association Spa	Assoc Fee Incl Electricity	Common RV Parking
Assoc Pool	Senior Community	Assoc Fee Incl Gas	Hot Water
Assoc Private Sport Court	Assoc Club Hse/Rec Facility	Assoc Fee Incl Limited Access	Storage Area
Assoc Sauna	Assoc Fee Incl Alarm System	Assoc Fee Incl On Site Security Guard	Unknown
			Water Paid

LEASING INFO

<input type="checkbox"/> Lease Y/N Yes / No	<input type="checkbox"/> Transfer Fee _____	<input type="checkbox"/> Gardener Included Yes / No	<input type="checkbox"/> Credit Report Amount _____
Lease Term _____	Transfer Fee Paid By _____	<input type="checkbox"/> Pool Included Yes / No	<input type="checkbox"/> Credit Report Paid By _____
<input type="checkbox"/> Lease Duration Months/ Weeks	Owner Tenant	<input type="checkbox"/> Trash Included Yes / No	Owner Tenant
<input type="checkbox"/> Mo-to-Mo: Yes / No	<input type="checkbox"/> Other Deposits _____	<input type="checkbox"/> Cable TV Included Yes / No	<input type="checkbox"/> Cashiers Check For _____
<input type="checkbox"/> Security Deposit _____	<input type="checkbox"/> Water Included Yes / No	<input type="checkbox"/> Assoc Dues Included Yes / No	1 st Month Rent Other Credit Report Pet Deposit Not Applicable Security Deposit
<input type="checkbox"/> Pet Deposit _____	<input type="checkbox"/> Electric Included Yes / No	<input type="checkbox"/> Maid Service Included Yes / No	<input type="checkbox"/> Furnished _____
<input type="checkbox"/> Key Deposit _____	<input type="checkbox"/> Gas Included Yes / No	<input type="checkbox"/> Credit Report Required Yes / No	Furnished Partially Furnished Unfurnished
<input type="checkbox"/> Pets Yes / No / Submit	<input type="checkbox"/> Water Filled Furn Ins Required Yes / No	Tenant Pays Repairs _____	
Not Included _____	Misc Lse-Opt to Buy	<input type="checkbox"/> Rent Control Yes/No	<input type="checkbox"/> Date Available _____
			<input type="checkbox"/> Total Move In _____

SHOWING INSTRUCTIONS

<input type="checkbox"/> Showing Instr _____	<input type="checkbox"/> Occupant Type _____	<input type="checkbox"/> Occupant Name _____
Call Listing Office See Remarks Subject to Inspection Appointment Only	Call First Drive By Gate Pass Go Direct	Key In Listing Office Restricted Access - Call Listing Agent
<input type="checkbox"/> S/O Comp _____	<input type="checkbox"/> S/O Comp % / \$ _____	<input type="checkbox"/> Compensation Basis _____
		Lease Term Other Yearly First Weeks Rent Lump Sum Monthly Weekly First Months Rent First Years Rent
<input type="checkbox"/> Dual/Variable Rate Comm _____	<input type="checkbox"/> Consider Sale Yes/ No	<input type="checkbox"/> Renewal Compensation Call / No / Yes
Call For Information No	See Remarks Yes	<input type="checkbox"/> Possession _____
<input type="checkbox"/> Lockbox Location _____	<input type="checkbox"/> Lockbox Type _____	<input type="checkbox"/> Showing Misc _____
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 Supra-SoCalMLS Combo-See Remarks Multacc-GIVMLS No Key Safe Other-See Remarks
		SentriLock Supra iBox Supra Key Supra-DAMLS Supra-GIVMLS
		Supra-GSBRMLS Supra-MRMLS Supra-Newport Supra-SRAR/BAOR
		No Sign On Property Relo Property Sellers RE License Sign On Property
Gate Code (25 chars max) _____	Management Co. Name _____	Management Co. Phone _____

LISTING OFFICE/AGENT INFO

Board ID _____	Office Name _____	Listing Company ID _____	<input type="checkbox"/> Listing Office ID _____
(System Generated)			(System Generated)
Office Phone _____	Office Fax _____	L Agt Full Name _____	<input type="checkbox"/> L Agt ID _____
(System Generated)			(System Generated)
<input type="checkbox"/> Agt Preferred Phone _____	Agt Preferred Phone Ext _____	Agt Res Phone _____	
Agt Preferred Fax _____	L Agt Cell Phone _____	L Agt Pager _____	
<input type="checkbox"/> Voicemail _____	Voicemail Ext _____	L Agt Email _____	
L Agt Website _____	Property Mgmt Co _____	Mgmt Ph# _____	

Property Address _____ ML# _____

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) _____

INTERNET INFORMATION

Address on the Internet? Yes/ No HomeSeekers Yes/ No LA Times Yes/ No OC Register Yes/ No Cyberhomes Yes/No
 Realtor.com Yes/ No Homes.com Yes/ No IDX Yes/ No LA News Group Yes/No Listing Paid Yes/ No
 Broker Load Yes/ No

LISTING ACTIVITY

List Date _____ Expiration Date _____

Change to Pending/Backup Offers/First Right of Refusal

Pending (Projected Sale) Price \$ _____
 Projected Close Date _____
 Pending Date _____
 Selling Agent _____

(Listing will auto-sell 14 days after the Projected Date)

LEASED INFORMATION

Leased Price _____ Leased Begins Date _____
 Leased Date _____ Leasing Agent _____
 Pending Date _____

“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)

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!