

AGENT INFORMATION

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

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

® OFFICE ID: _____ ® AGENT ID: _____ CO-AGENT ID: _____

AGENT INFORMATION

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

® 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. 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

® SPECIAL LISTING CONDITIONS: FORECLOSURE PROBATE NONE SHORT SALE ® POSSIBLE BUYER FEES: YES NO LEGAL DESCRIPTION: _____

® LISTING PRICE (\$) / LEASE (MONTHLY): _____ ® AGREEMENT TYPE: EXCL AGENCY EXCL RIGHT TO SELL PURCHASER EXEMPTIONS TRANS BROKERAGE VARIABLE RATE ® AGREEMENT TYPE 2: LIMITED SERVICE NOT APPLICABLE AD CODE: _____

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

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

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

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

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

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

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

<p>® BUILDING DESCRIPTION (3):</p> <input type="checkbox"/> 2 STY TOWNHOUSE <input type="checkbox"/> 3+ STY TOWNHOUSE <input type="checkbox"/> APT/INTERIORENTRANCE <input type="checkbox"/> DUPLEX <input type="checkbox"/> FLAT/SHOTGUN/EXT ENT <input type="checkbox"/> NEEDS REHAB <input type="checkbox"/> RANCHETTE <input type="checkbox"/> TOWNHOUSE <input type="checkbox"/> OTHER	<p>® TYPE OF UNITS:</p> <input type="checkbox"/> 2 FAMILY <input type="checkbox"/> 3 FAMILY <input type="checkbox"/> 4 FAMILY	<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"/> OTHER <input type="checkbox"/> STEEL SIDING <input type="checkbox"/> STUCCO <input type="checkbox"/> VINYL SIDING	<p>® PARKING DESCRIPTION (8):</p> <input type="checkbox"/> 1-2 CAR ATTACHED GRG <input type="checkbox"/> 1-2 CAR CARPORT <input type="checkbox"/> 1-2 CAR DETACHED <input type="checkbox"/> 3-4 CAR ATTACHED GRG <input type="checkbox"/> 3-4 CAR DETACHED <input type="checkbox"/> ADDITIONAL PARKING <input type="checkbox"/> BASEMENT/TUCK-UNDER <input type="checkbox"/> COVERED <input type="checkbox"/> MORE THAN 1 SPC/UNIT <input type="checkbox"/> NONE <input type="checkbox"/> OFF STREET <input type="checkbox"/> ON STREET PARKING <input type="checkbox"/> OPEN LOT <input type="checkbox"/> OTHER <input type="checkbox"/> SECURITY PARKING <input type="checkbox"/> UNASSIGNED
--	--	---	--

® **LOT DIMENSIONS:** _____

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

® **ROOMS & BATHS** Please note: ALL fields are required in this section

EFFICIENCY: _____ **# OF ROOMS:** _____ **# OF BEDROOMS:** _____ **# OF FULL BATHS:** _____ **# OF HALF BATHS:** _____

DESCRIPTION: **RENT (\$):** _____

<input type="checkbox"/> DINING	<input type="checkbox"/> POSSIBLE EXTRA SLEEP
<input type="checkbox"/> DRYER	<input type="checkbox"/> SUNROOM
<input type="checkbox"/> FAMILY ROOM	<input type="checkbox"/> WALK-THROUGH BDRM
<input type="checkbox"/> FURNISHED	<input type="checkbox"/> WASHER

ROOM DIMENSIONS

LIVING ROOM: _____ **GREAT ROOM:** _____ **DINING ROOM:** _____

KITCHEN: _____ **BREAKFAST ROOM:** _____ **FAMILY ROOM:** _____

BEDROOM 1: _____ **BEDROOM 2:** _____ **BEDROOM 3:** _____

BEDROOM 4: _____ **LAUNDRY/UTILITY ROOM:** _____

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

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

<p>® TENANCY (3):</p> <input type="checkbox"/> 1 OR MORE VACANT <input type="checkbox"/> LEASES <input type="checkbox"/> MONTH TO MONTH <input type="checkbox"/> NO LEASE <input type="checkbox"/> NONE <input type="checkbox"/> OTHER <input type="checkbox"/> OWNER OCCUPIED <input type="checkbox"/> RESTRICTIONS <input type="checkbox"/> SECTION 8 <input type="checkbox"/> SUBSIDIZED RENTS <input type="checkbox"/> VAC LEASES	<p>® TENANT PAYS (6):</p> <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	<p>SOME APPLIANCES/AMENITIES (14):</p> <input type="checkbox"/> SOME DISHWASHER(S) <input type="checkbox"/> SOME DISPOSAL(S) <input type="checkbox"/> SOME FIREPLACE(S) <input type="checkbox"/> SOME INSULTD WINDOWS <input type="checkbox"/> SOME MICROWAVE(S) <input type="checkbox"/> SOME REFRIGERATOR(S) <input type="checkbox"/> SOME RANGE OVEN(S) <input type="checkbox"/> SOME SHOWER BATH(S) <input type="checkbox"/> SOME SMOKE/ALARM DET <input type="checkbox"/> SOME STORM DOORS <input type="checkbox"/> SOME STORM WINDOWS <input type="checkbox"/> SOME WALL TO WALL CP <input type="checkbox"/> SOME WASHER/DRYER(S) <input type="checkbox"/> SOME WINDOW TREATMNT	<p>MISCELLANEOUS (14):</p> <input type="checkbox"/> BALCONY <input type="checkbox"/> BASEMENT <input type="checkbox"/> BONUS ROOM <input type="checkbox"/> CHAIR LIFT <input type="checkbox"/> DECK <input type="checkbox"/> ELEVATOR IN RESIDENCE <input type="checkbox"/> FENCING <input type="checkbox"/> HIGH SPD CONNECTION <input type="checkbox"/> LAUNDRY FACIL- NONE <input type="checkbox"/> LAUNDRY FACIL IN <input type="checkbox"/> LAUNDRY FACIL-COMMTY <input type="checkbox"/> LAUNDRY FACILITY-PRIVATE <input type="checkbox"/> NO BASEMENT/SLAB <input type="checkbox"/> OTHER <input type="checkbox"/> PARTIAL FENCING <input type="checkbox"/> PATIO <input type="checkbox"/> STORAGE ROOM AVAIL <input type="checkbox"/> WHEELCHAIR ACCESSIBLE ENTRY
--	--	---	---

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

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

® DISCLOSURES (5): <input type="checkbox"/> CITY <input type="checkbox"/> CODE COMPLIANCE REQD <input type="checkbox"/> FLOOD PLAIN NO <input type="checkbox"/> FLOOD PLAIN YES <input type="checkbox"/> HISTORIC RESTRICTION <input type="checkbox"/> LIMITED SELLER DISCL <input type="checkbox"/> LEASES AVAILIABLE <input type="checkbox"/> OCCUPANCY PERM REQ <input type="checkbox"/> OTHR-CALL LIST AGENT <input type="checkbox"/> PROFIT & LOSS AVAILIA <input type="checkbox"/> SELLERS DISCL. AVAIL <input type="checkbox"/> SELLERS DISCL NOT AV <input type="checkbox"/> SEPTIC DISCLOSURE <input type="checkbox"/> UNINCORPORATED	® CONDITIONS (2): <input type="checkbox"/> ASBESTOS <input type="checkbox"/> LEAD BASE PAINT/PIPE <input type="checkbox"/> OTHER <input type="checkbox"/> SEE SELLER'S DISCL <input type="checkbox"/> UNKNOWN	® FIXED EXPENSES (7): <input type="checkbox"/> CABLE/SATELLITE <input type="checkbox"/> ELECTRIC <input type="checkbox"/> GAS <input type="checkbox"/> INSURANCE <input type="checkbox"/> NONE <input type="checkbox"/> OTHER <input type="checkbox"/> SEWER <input type="checkbox"/> TAXES <input type="checkbox"/> TRASH REMOVAL <input type="checkbox"/> WATER	® OPERATING EXPENSES (7): <input type="checkbox"/> ADVERTISING <input type="checkbox"/> FIXED EXPENSES <input type="checkbox"/> FLOOD INSURANCE <input type="checkbox"/> HEAT/COOLING <input type="checkbox"/> LAWN CARE <input type="checkbox"/> MAINTENANCE <input type="checkbox"/> MANAGEMENT <input type="checkbox"/> OTHER <input type="checkbox"/> SNOW REMOVAL <input type="checkbox"/> SUPPLIES
---	---	--	---

SPECIAL DESCRIPTION: <input type="checkbox"/> DISPLAY <input type="checkbox"/> ENERGY STAR HOME <input type="checkbox"/> LEED-CERT. GREEN <input type="checkbox"/> NAHB/GBI VER. GREEN <input type="checkbox"/> NO STEP/RAMP ENTRY <input type="checkbox"/> OTHER <input type="checkbox"/> REHABBED <input type="checkbox"/> RENOVATED <input type="checkbox"/> SPEC HOME <input type="checkbox"/> SOME ACCESSIBLE FEATURES <input type="checkbox"/> SHORT SALE POSSIBLE	OWNERSHIP: <input type="checkbox"/> BANK <input type="checkbox"/> GOVERNMENT <input type="checkbox"/> PRIVATE <input type="checkbox"/> OWNER BY CONTRACT <input type="checkbox"/> RELOCATION
--	--

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

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

® COOLING (6): <input type="checkbox"/> 1 WINDOW/WALL <input type="checkbox"/> 2 WINDOW/WALL <input type="checkbox"/> 3 PLUS WINDOW/WALL <input type="checkbox"/> ATTIC FAN <input type="checkbox"/> CEILING FAN <input type="checkbox"/> CENTRAL-ELECTRIC <input type="checkbox"/> CENTRAL-GAS <input type="checkbox"/> HEAT PUMP <input type="checkbox"/> INDIVIDUAL UNITS <input type="checkbox"/> NONE <input type="checkbox"/> OTHER <input type="checkbox"/> ZONED	® SEWER (3): <input type="checkbox"/> AERATOR <input type="checkbox"/> COMMUNITY <input type="checkbox"/> LAGOON <input type="checkbox"/> NOT CONNECTED <input type="checkbox"/> OTHER/NONE <input type="checkbox"/> PUBLIC <input type="checkbox"/> SEPTIC <input type="checkbox"/> SHARED <input type="checkbox"/> TERRE DU LAC	® HEATING (5): <input type="checkbox"/> ELECTRONIC AIR FLTRS <input type="checkbox"/> BASEBOARD <input type="checkbox"/> CEILING <input type="checkbox"/> CONVERSION <input type="checkbox"/> DUAL SYSTEM <input type="checkbox"/> FORCED AIR <input type="checkbox"/> GRAVITY AIR <input type="checkbox"/> HEAT PUMP <input type="checkbox"/> HUMIDIFIER <input type="checkbox"/> INDIVIDUAL FURNACES <input type="checkbox"/> HOT WATER/STEAM <input type="checkbox"/> OTHER <input type="checkbox"/> RADIANT FLOOR <input type="checkbox"/> RADIATOR(S) <input type="checkbox"/> SPACE HEATERS	CABLE AVAILABLE: <input type="checkbox"/> YES <input type="checkbox"/> NO
---	---	---	--

® WATER (5): <input type="checkbox"/> CISTERN <input type="checkbox"/> COMMUNITY <input type="checkbox"/> NOT CONNECTED <input type="checkbox"/> OTHER/NONE <input type="checkbox"/> PUBLIC <input type="checkbox"/> SHARED <input type="checkbox"/> WELL	® HEAT SOURCE (3): <input type="checkbox"/> ELECTRIC <input type="checkbox"/> GAS <input type="checkbox"/> OIL <input type="checkbox"/> OTHER <input type="checkbox"/> PROPANE <input type="checkbox"/> SOLAR	PROPANE TANK: <input type="checkbox"/> LEASED <input type="checkbox"/> NONE <input type="checkbox"/> OWNED	® WATER HEAT (2): <input type="checkbox"/> ADDITIONAL <input type="checkbox"/> ELECTRIC <input type="checkbox"/> GAS <input type="checkbox"/> PROPANE <input type="checkbox"/> SOLAR <input type="checkbox"/> OTHER
---	--	--	--

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

® 1ST ASSUMABLE: <input type="checkbox"/> YES <input type="checkbox"/> NO	APPROX ASSUMABLE BALANCE: _____	ASSUMABLE MORTGAGE PAYMENT: _____	ASSUMABLE PAYMENT: <input type="checkbox"/> PI <input type="checkbox"/> PIT <input type="checkbox"/> PITI <input type="checkbox"/> OTHER
YEARS REMAINING (#): _____	ASSUMABLE INTEREST RATE (%): _____	ASSUMPTION FEE (\$): _____	2ND MORTGAGE <input type="checkbox"/> YES <input type="checkbox"/> 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): <input type="checkbox"/> 2ND AVAILABLE <input type="checkbox"/> ASSUMPTION <input type="checkbox"/> BUY DOWN <input type="checkbox"/> CASH <input type="checkbox"/> CONVENTIONAL <input type="checkbox"/> EXCHANGE <input type="checkbox"/> FHA <input type="checkbox"/> GOVERNMENT <input type="checkbox"/> LEASE <input type="checkbox"/> OWNER MAY FINANCE <input type="checkbox"/> OTHER <input type="checkbox"/> PRIVATE <input type="checkbox"/> RENT <input type="checkbox"/> RRM/ARM <input type="checkbox"/> SELLER ASSIST <input type="checkbox"/> SELLER MAY PAY SMCLS <input type="checkbox"/> SELL AS ENTITY <input type="checkbox"/> SPECL FINCG CALL AGENT <input type="checkbox"/> TRADE-IN <input type="checkbox"/> VA	® POSSESSION (8): <input type="checkbox"/> 30 DAYS <input type="checkbox"/> AT CLOSING <input type="checkbox"/> IMMEDIATE <input type="checkbox"/> LEASE OUT STAND <input type="checkbox"/> NEGOTIABLE <input type="checkbox"/> OTHER <input type="checkbox"/> POSSESSION OTHER HM <input type="checkbox"/> SPECIFIC DATE <input type="checkbox"/> TENANTS RIGHTS <input type="checkbox"/> TO BE CONSTRUCTED <input type="checkbox"/> UNDER CONSTRUCTION	

SELLER(S) SIGNATURE: _____