# RESIDENTIAL SALE PROFILE SHEET

bright MLS

Required fields marked with (*) ○ = Choose one only ☐ = Can choose multiple

| Submitted by | Entered by | MLS # |
|---|---|---|
| **Date Received** | **Date Entered** | **Tax ID*** |
| **Address*** | | |
| **Directions*** | | |

**Structure Type*** ○ Detached ○ End of Row/Townhouse ○ Unit/Flat/Apartment ○ Manufactured ○ Garage/Parking Space ○ Twin/Semi-Detached ○ Interior Row/Townhouse ○ Penthouse Unit/Flat/Apartment ○ Mobile Pre 1976 ○ Other

**Ownership Interest*** ○ Cooperative ○ Fractional ○ Land Lease ○ Other ○ Condominium ○ Fee Simple ○ Ground Rent ○ Time Share

**List Price***

**Status*** ○ Active ○ Active Under Contract ○ Canceled ○ Closed ○ Coming Soon ○ Pending ○ Temp Off Market ○ Withdrawn

**Listing Agreement Type*** ○ Exclusive Agency ○ Exclusive Right | **Listing Term Begins*** | **Expiration Date***

**Comparable*** ○ Yes ○ No | **Investor Ratio***

**Vacation Rental** ○ Yes ○ No | **Annual Rental Income*** | **Short Sale*** ○ Yes ○ No

**REO (Real Estate Owned)*** ○ Yes ○ No

**Sale Type*** ☐ Auction ☐ HUD Owned ☐ Notice of Default ☐ Standard ☐ Bankruptcy ☐ In Foreclosure ☐ Probate Listing ☐ Third Party Approval

**Acceptable Financing**

☐ Assumption ☐ Bank Portfolio ☐ Cash ☐ Contract ☐ Conventional ☐ Exchange ☐ Farm Credit Service
☐ FHA ☐ FHA 203(b) ☐ FHA 203(k) ☐ FHA Energy Efficient Mortgage Qualified ☐ FHLMC ☐ FHVA ☐ FHLMC
☐ FHVA ☐ FMHA ☐ FNMA ☐ Industrial Dev Authority ☐ Installment Sale ☐ Joint Venture ☐ Lease Purchase
☐ Negotiable ☐ Pennsylvania Housing Finance Agency ☐ PHFA ☐ Private ☐ Rural Development ☐ Seller Financing ☐ State GI Loan
☐ USDA ☐ VA ☐ Variable ☐ VHDA ☐ Wrap ☐ Other

**Disclosures**

☐ None ☐ Agent has Financial Interest ☐ Agent Related to Owner ☐ Build to Suit ☐ Buried Fuel Tanks ☐ Conserv Area ☐ Contract Pending Release ☐ Contract Purchaser ☐ CPRA Fee ☐ Division Potential ☐ ECRA Approval ☐ Encumbrances ☐ Exempt - Disclosure/Disclaimer ☐ Federal State Wetland ☐ Flood Insurance Required ☐ Flood Zone
☐ Geo Haz Zone ☐ High Intensity Line ☐ Historic Property ☐ House Code - Current License ☐ House Code - Inspected ☐ House Code - L&I Approval ☐ House Code - Not Inspected ☐ House Code - Other ☐ Infra Fee Due at Settlement ☐ Land Preservation Easement ☐ Land Trust ☐ Lead Based Paint - Federal ☐ Lead Based Paint - State ☐ Lead Inspection Cert Available ☐ MD Dept Nat Res ☐ Mineral Lease
☐ Mineral Resource Zone ☐ Mineral Rights ☐ Off-site Required ☐ One Unit-Owner Occupied ☐ Other Known Enviro Hazards ☐ Owner RE Licensee ☐ Pinelands Credit ☐ Pipeline ☐ Proffers ☐ Prop Disclaimer ☐ Prop Disclosure ☐ Rental Permits ☐ Room Addition w/o Permit ☐ Sell Entirely ☐ Sewer Debt Fee Not Retired ☐ Special Permits
☐ Subject to a Potential Short Sale ☐ Subject to Agricultural Conser Easement ☐ Subject to Auction ☐ Subject to Condo/HOA Docs ☐ Subject to VA POA ☐ Surface Lease ☐ Under Lease ☐ Underground Storage Tank ☐ Use and Occupancy Permit ☐ Utility Retirement Fee Not Paid ☐ Water Debt Fee Not Retired ☐ Winterized ☐ Zoning Issues ☐ Other

**Prospects Excluded*** ○ Yes ○ No | **Listing Service Type*** ○ Entry Only ○ Full Service ○ Limited Service

**Dual Agency*** ○ Yes ○ No | **Designated Representative*** ○ Yes ○ No | **Home Warranty** ○ Yes ○ No

**Federal Flood Zone** ○ Yes ○ No | **Flood Zone Code** | **Pets Allowed*** ○ Yes ○ No

**Pet Restrictions** ☐ Case by Case Basis ☐ Dogs OK ☐ Number Limit ☐ Size/Weight Restriction ☐ Breed Restrictions ☐ Cats OK ☐ No Pet Restrictions ☐ Pet Addendum/Deposit

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| | |
|---|---|
| **Inclusions** | |
| **Exclusions** | |
| **Other Equipment** ☐ None ☐ Negotiable ☐ See Remarks ☐ Some | **Lease Considered** ○ Yes ○ No |

**Possession*** ☐ 61-90 Days CD ☐ 181-365 Days ☐ Delay Settlement ☐ Pre-settlement ☐ Subject to Existing Lease
☐ 0-30 Days CD ☐ 90-120 Days CD ☐ 1+ Year ☐ Immediate ☐ Seller Rent Back ☐ Subject to Home Choice
☐ 31-60 Days CD ☐ 120-180 Days ☐ Coin w/Sell Sett ☐ Negotiable ☐ Settlement ☐ Other

## Concessions Offered

**Seller Concessions** ○ Yes ○ No $ ☐ Or % ☐ Concession Amount:

## Compensation

| | | |
|---|---|---|
| **Buyer Agent Compensation Selection*** | Compensation: | $ ☐ And ☐ Or % ☐ of Base ☐ of Gross |
| **Sub-Agency Compensation Selection*** | Compensation: | $ ☐ And ☐ Or % ☐ of Base ☐ of Gross |
| **Transaction Broker Compensation Selection*** | Compensation: | $ ☐ And ☐ Or % ☐ of Base ☐ of Gross |
| **Remarks - Compensation** | | |
| **Dual Variable Compensation*** ○ Yes ○ No | | |

## Transaction Participants

*Listing an auction, Ground Rent, or Land Lease? Add as much detail as you can. Download and use the Auction/Ground Rent/Land Lease Addendum.*

| List Agent* | Co List Agent | Owner Name | Owner Phone |
|---|---|---|---|

## Locations

| | |
|---|---|
| **MLS Area** | **Municipality** |
| **Subdivision/Neighborhood*** | **School District Name*** |
| **Cross Street** | **High School** |
| **Building Name** | **Middle/Junior School** |
| **Election District** | **Elementary School** |

## Taxes: Assessment

*Listing an HOA/Condo/Coop Association? Add as much detail as you can. Download and use the HOA /Condo/Coop Association addendum.*

| | | |
|---|---|---|
| **Automatically Update Tax Values*** ○ Yes ○ No | **Agricultural District** | **Tax Block** |
| **Improvement Assessed Value** | **Historic** ○ Yes ○ No | **Tax Phase** |
| **Land Assessed Value** | **Land Use Code** | **Tax Map Number** |
| **Tax Assessed Value** | **Clean Green Assessed** ○ Yes ○ No | **Tax Book Number** |
| **Year Assessed** | **Loss Mitigation Fee** ○ Yes ○ No | **Tax Page Number** |
| **Special Assessment** | **Municipal Inspections** ○ Yes ○ No | **Zoning** |
| **Tax Other Annual Assessment** | **Section** | **Zoning Description** |
| **Agricultural Tax Due** ○ Yes ○ No | **Tax Lot** | |
| **Transfer Development Rights** ○ Unknown ○ Private ○ Public | | |

## Taxes: Tax Bill

*† In City Limits and City/Town Tax is Required if not PA and NJ.*

| | | |
|---|---|---|
| **Front Foot Fee** | **Front Foot Fee Frequency** ○ Unknown ○ Annually ○ Semi-Annually ○ Quarterly ○ Monthly ○ One Time | |
| **In City Limits †** ○ Yes ○ No | | |
| **City/Town Tax †** | **City/Town Tax Payment Frequency** ○ Unknown ○ Annually ○ Semi-Annually ○ Quarterly ○ Monthly ○ One Time | |
| **School Tax** | **School Tax Payment Frequency** ○ Unknown ○ Annually ○ Semi-Annually ○ Quarterly ○ Monthly ○ One Time | |
| **County Tax** | **County Tax Payment Frequency** ○ Unknown ○ Annually ○ Semi-Annually ○ Quarterly ○ Monthly ○ One Time | |
| **Municipal Trash** ○ Yes ○ No | **Refuse Fee** | **Tax Year*** |
| **Tax Annual Amt*** | **Total Tax Payment Frequency** ○ Unknown ○ Annually ○ Semi-Annually ○ Quarterly ○ Monthly ○ One Time | |

## Building & Utilities: Construction Details

*†Where Construction Completed Yes/No, Year Built is Not Required*

| New Construction* | Construction Completed* | Year Built† | Year Built Source* | Year Major Reno/Remodel |
|---|---|---|---|---|
| ○ Yes ○ No | ○ Yes ○ No | | ○ Assessor ○ Estimated | |

| Common Walls | Unit Building Type |
|---|---|
| ☐ 1 Common Wall ☐ 2+ Common Walls ☐ No One Above ☐ No One Below | ○ Garden 1-4 Floors ○ Mid-Rise 5-8 Floors ○ High-Rise 9+ Floors |

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**Style**

| | | | | | |
|---|---|---|---|---|---|
| ☐ A-Frame | ☐ Chalet | ☐ Dutch | ☐ Mediterranean | ☐ Salt Box | ☐ Unit/Flat |
| ☐ AirLite | ☐ Class C | ☐ Dwelling w/Separate Living | ☐ Mid-Century Modern | ☐ Side-by-Side | ☐ Victorian |
| ☐ Art Deco | ☐ Coastal | ☐ Farmhouse/National Folk | ☐ Modular/Pre-Fabricated | ☐ Spanish | ☐ Villa |
| ☐ Back-to-Back | ☐ Colonial | ☐ Federal | ☐ Normandy | ☐ Split Foyer | ☐ Other |
| ☐ Beaux Arts | ☐ Contemporary | ☐ French | ☐ Post & Beam | ☐ Split Level | |
| ☐ Bi-level | ☐ Converted Barn | ☐ Georgian | ☐ Prairie | ☐ Straight Thru | |
| ☐ Bungalow | ☐ Converted Dwelling | ☐ Loft | ☐ Raised Ranch/Rambler | ☐ Traditional | |
| ☐ Cabin/Lodge | ☐ Cottage | ☐ Loft with Bedrooms | ☐ Ranch/Rambler | ☐ Transitional | |
| ☐ Cape Cod | ☐ Craftsman | ☐ Log Home | ☐ Recreational Camp | ☐ Trinity | |
| ☐ Carriage House | ☐ Dome | ☐ Manor | ☐ Reverse | ☐ Tudor | |

**Construction Materials***

| | | | | |
|---|---|---|---|---|
| ☐ Advanced Framing | ☐ Cedar | ☐ Frame | ☐ Metal Siding | ☐ Stick Built |
| ☐ Aluminum Siding | ☐ Cement Siding | ☐ Galvanized Plumbing | ☐ Mixed | ☐ Stone |
| ☐ Asbestos | ☐ Combination | ☐ Glass | ☐ Mixed Plumbing | ☐ Structural Insulated Panel System (SIPS) |
| ☐ Asphalt | ☐ Composition | ☐ HardiPlank Type | ☐ Modular/Manufactured | ☐ Stucco |
| ☐ Batts Insulation | ☐ Concrete | ☐ Lead Plumbing | ☐ Rigid Insulation | ☐ Synthetic Stucco |
| ☐ Block | ☐ Copper Plumbing | ☐ Log | ☐ Rock | ☐ T-1-11 |
| ☐ Blown-In Insulation | ☐ Corrugated Siding | ☐ Log Siding | ☐ Rough-In Plumbing | ☐ Tile |
| ☐ Brick | ☐ CPVC/PVC | ☐ Low VOC Insulation | ☐ Shake Siding | ☐ Trombe Wall |
| ☐ Brick Front | ☐ Dryvit | ☐ Low VOC Products/Finishes | ☐ Shingle Siding | ☐ Vinyl Siding |
| ☐ Brick Veneer | ☐ Fiber Cement | ☐ Masonite | ☐ Spray Foam Insulation | ☐ Wood Siding |
| ☐ Cast Iron Plumbing | ☐ Fiberglass Siding | ☐ Masonry | ☐ Steel Siding | ☐ Other |

**Roof**

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| ☐ Unknown | ☐ Asphalt | ☐ Concrete | ☐ Fiberglass | ☐ Hip | ☐ Rubber | ☐ Slate | ☐ Vegetated |
| ☐ Architectural Shingle | ☐ Built-Up | ☐ Cool/White | ☐ Flat | ☐ Metal | ☐ Shake | ☐ Tar/Gravel | ☐ Wood |
| ☐ Asbestos Shingle | ☐ Composite | ☐ Copper | ☐ Foam | ☐ Pitched | ☐ Shingle | ☐ Tile | ☐ Other |

**Wall & Ceiling Types**

| | | | | | |
|---|---|---|---|---|---|
| ☐ Block Walls | ☐ High | ☐ Metal Walls | ☐ Tray Ceilings | ☐ Wood Ceilings | |
| ☐ 2 Story Ceilings | ☐ Brick | ☐ Log Walls | ☐ Mod Walls | ☐ Unfinished Walls | ☐ Wood Walls |
| ☐ 9'+ Ceilings | ☐ Cathedral Ceilings | ☐ Low | ☐ Paneled Walls | ☐ Vaulted Ceilings | ☐ Other |
| ☐ Beamed Ceilings | ☐ Dry Wall | ☐ Masonry | ☐ Plaster Walls | ☐ Vinyl | |

**Flooring Type**

| | | | | | |
|---|---|---|---|---|---|
| ☐ Concrete | ☐ Heated | ☐ Luxury Vinyl Plank | ☐ Rough-In | ☐ Tile/Brick | |
| ☐ 3000+ PSI | ☐ Dirt | ☐ Heavy Duty | ☐ Luxury Vinyl Tile | ☐ Slate | ☐ Vinyl |
| ☐ Bamboo | ☐ Engineered Wood | ☐ Laminated Plank | ☐ Marble | ☐ Solid Hardwood | ☐ Wood |
| ☐ Carpet | ☐ Fully Carpeted | ☐ Laminated | ☐ Partially Carpeted | ☐ Stone | ☐ Other |
| ☐ Ceramic Tile | ☐ Hardwood | ☐ Load Restrictions | ☐ Raised | ☐ Terrazzo | |

**Property Condition**

| | | |
|---|---|---|
| ☐ Excellent | ☐ Good | ☐ Below Average |
| ☐ Very Good | ☐ Average | ☐ Major Rehab Needed |

**Building Winterized Y/N** ○ Yes ○ No

**Building Level Count**

**Levels/Stories*** ○ 1 ○ 1.5 ○ 2 ○ 2.5 ○ 3 ○ 3.5 ○ 4 ○ 4.5 ○ 5 ○ 5.5 ○ 6 ○ 6.5 ○ 7

**Main Entrance Orientation** ○ East ○ North ○ Northeast ○ Northwest ○ South ○ Southeast ○ Southwest ○ West

| | | |
|---|---|---|
| **Unit Entry Floor** | **Floors in Unit Count** | **Elevator Count** |
| **Builder Name** | **Architect Name** | **Builder Model** |

## Building & Utilities: Utilities

*Listing a Manufactured or Mobile home? Add as much detail as you can. Download and use the Manufactured/Mobile Home Addendum.*

**Utilities**

| | | | | |
|---|---|---|---|---|
| ☐ None | ☐ Cable TV | ☐ Fiber Optics Available | ☐ Phone Available | ☐ Propane-Community |
| ☐ (C) Other | ☐ Cable TV Available | ☐ Multiple Phone Lines | ☐ Phone Connected | ☐ Sewer Available |
| ☐ Above Ground | ☐ DSL Available | ☐ Natural Gas Available | ☐ Phone Not Available | ☐ Under Ground |
| ☐ Butane | ☐ Electric Available | ☐ Phone | ☐ Propane | ☐ Water Available |

**Internet Services**

| | | | |
|---|---|---|---|
| ☐ Broadband | ☐ DSL | ☐ Fixed Wireless | ☐ LTE |
| ☐ Cable | ☐ Fiber Optic | ☐ Satellite | ☐ Other |

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**Water Source***

☐ None ☐ Grey Water ☐ Public ☐ Tap Fee ☐ Well Required
☐ Cistern ☐ Holding Tank ☐ Public Hook-up Available ☐ Well ☐ Well-Shared
☐ Community ☐ Lateral Not Installed/Must Tap Off Main ☐ Rainwater Harvesting ☐ Well Permit Applied For ☐ Within 50 FT
☐ Conditioner ☐ Private ☐ Shared Spring ☐ Well Permit Not Applied For ☐ Other
☐ Filter ☐ Private/Community Water ☐ Spring ☐ Well Permit on File

**Sewer Septic***

☐ Low Pressure Pipe (LPP) ☐ Public Hook/Up Available ☐ Serial District Approved
☐ Aerobic Septic ☐ Mound System ☐ Public Septic ☐ Sewer Tap Fee
☐ Applied for Permit ☐ Nitrogen Removal System ☐ Public Sewer ☐ Shallow Place Areas Approved
☐ Approved System ☐ No Septic Approved ☐ Sand Filter Approved ☐ Shared Septic
☐ Capping Fill ☐ No Septic System ☐ Sand Lime Trench Beds Approved ☐ Shared Sewer
☐ Cess Pool ☐ No Sewer System ☐ Seepage Bed Approved ☐ Site Evaluation on File
☐ Community Septic Tank ☐ Not Applied for Permit ☐ Septic < # of BR ☐ Spray Irrigation
☐ Gravity Sept Fld ☐ On Site Septic ☐ Septic = # of BR ☐ Standard Trench Approved
☐ Grinder Pump ☐ Perc Approved Septic ☐ Septic > # of BR ☐ Sub-Surface
☐ Holding Tank ☐ Pressure Dose ☐ Septic Exists ☐ Within 50 FT
☐ Lateral/Tap Off Main ☐ Private Sewer ☐ Septic Permit Issued ☐ Other
☐ Lateral/Tap on Site ☐ Public Septic Tank ☐ Septic Pump

**Electric Service** ☐ 150 Amps ☐ 440 Volts ☐ Generator ☐ Photovoltaics Third-Party Owned ☐ Other
☐ 100 Amp Service ☐ 200+ Amp Service ☐ 60 Amp Service ☐ Knob and Tube ☐ Single Phase
☐ 110 Volts ☐ 220 Volts ☐ Circuit Breakers ☐ Less than 60 Amp Service ☐ Transformer
☐ 120/240V ☐ 3 Phases ☐ Fuses ☐ Photovoltaics Seller Owned ☐ Underground

**Hot Water*** ☐ 60+ Gallon Tank ☐ Coal ☐ Instant Hot Water ☐ Natural Gas ☐ Propane ☐ Solar ☐ Wood
☐ None ☐ Bottled Gas ☐ Electric ☐ Multi-tank ☐ Oil ☐ S/W Changeover ☐ Tankless ☐ Other

**Cooling Type***

☐ Dehumidifier ☐ Multi Units ☐ Wall Unit
☐ None ☐ Ductless/Mini-Split ☐ Programmable Thermostat ☐ Whole House Exhaust Ventilation
☐ Air Purification System ☐ Energy Star Cooling System ☐ Roof Mounted ☐ Whole House Fan
☐ Attic Fan ☐ Fresh Air Recovery System ☐ Solar Attic Fan ☐ Whole House Supply Ventilation
☐ Ceiling Fan(s) ☐ Geothermal ☐ Solar Off Grid ☐ Window Unit(s)
☐ Central A/C ☐ Heat Pump(s) ☐ Solar On Grid ☐ Zoned
☐ Convector ☐ HRV/ERV ☐ Solar Rough-In ☐ Other

**Cooling Fuel***

☐ Bottled Gas ☐ Geothermal ☐ Renewable ☐ Wind Turbine Power
☐ None ☐ Electric ☐ Natural Gas ☐ Solar Photovoltaic ☐ Other

**Heating Type***

☐ Convector ☐ Hot Water ☐ Solar - Passive ☐ Wall Unit
☐ None ☐ Energy Star Heating System ☐ Hot Water & Baseboard-Electric ☐ Solar Off Grid ☐ Wood Burn Stove
☐ 90% Forced Air ☐ Forced Air ☐ Humidifier ☐ Solar On Grid ☐ Zoned
☐ Baseboard-Electric ☐ Heat Pump - Electric BackUp ☐ Programmable Thermostat ☐ Solar Rough-In ☐ Other
☐ Baseboard-Hot Water ☐ Heat Pump - Gas BackUp ☐ Radiant ☐ Space Heater
☐ Ceiling ☐ Heat Pump - Oil BackUp ☐ Radiator ☐ Steam
☐ Central ☐ Heat Pump(s) ☐ Solar - Active ☐ Summer/Winter Changeover

**Heating Fuel***

☐ Central ☐ Geo-Thermal ☐ Oil ☐ Propane-Owned ☐ Wind Turbine/Power
☐ None ☐ Coal ☐ Natural Gas ☐ Propane-Leased ☐ Renewable ☐ Wood
☐ Bio Fuel ☐ Electric ☐ Natural Gas Available ☐ Propane-Metered ☐ Solar ☐ Other

| | | |
|---|---|---|
| **Water/Sewer Hookup Fee** | **Electric Avg/Month** | **Gas Previous 12 Months** |
| **Water Avg/Month** | **Electric Previous 12 Months** | **Heating Oil Avg/Month** |
| **Water Previous 12 Months** | **Gas Avg/Month** | **Heating Oil Previous 12 Months** |

**Foundation Details**

☐ None ☐ Brick/Mortar ☐ Flood Vent ☐ Pilings ☐ Stone
☐ Active Radon Mitigation ☐ Concrete Perimeter ☐ Passive Radon Mitigation ☐ Pillar/Post/Pier ☐ Wood
☐ Block ☐ Crawl Space ☐ Permanent ☐ Slab ☐ Other

**R-Factor Basement**

## Building & Utilities: Basement & Foundation

**Basement*** ○ Yes ○ No

**Basement Type**

☐ Daylight, Partial ☐ Full ☐ Outside Entrance ☐ Shelving ☐ Walkout Level
☐ None ☐ Dirt Floor ☐ Fully Finished ☐ Partial ☐ Side Entrance ☐ Walkout Stairs
☐ Combination ☐ Drain ☐ Garage Access ☐ Partially Finished ☐ Slab ☐ Water Proofing System

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| | | | | | |
|---|---|---|---|---|---|
| ☐ Connecting Stairway | ☐ Drainage System | ☐ Heated | ☐ Poured Concrete | ☐ Space For Rooms | ☐ Windows |
| ☐ Crawl Space | ☐ English | ☐ Improved | ☐ Rear Entrance | ☐ Sump Pump | ☐ Workshop |
| ☐ Daylight, Full | ☐ Front Entrance | ☐ Interior Access | ☐ Rough Bath Plumb | ☐ Unfinished | ☐ Other |

| **Basement Footprint Percent** | **Basement Finished Percent** |
|---|---|

## Building & Utilities: Measurements

| **Above Grade Fin SQFT*** | **Below Grade Fin SQFT** |
|---|---|
| **Above Grade Unfin SQFT** | **Below Grade Unfin SQFT** |

## Features & Rooms: Levels & Room Details

*†It is required that you add at least 1 total bedroom and 1 full bathroom on any level.*

| | # of Beds† | # of Full Baths† | # of Half Baths | | # of Beds† | # of Full Baths† | # of Half Baths |
|---|---|---|---|---|---|---|---|
| **Main Level** | | | | **Lower Level 1** | | | |
| **Upper Level 1** | | | | **Lower Level 2** | | | |
| **Upper Level 2** | | | | **Lower Level 3** | | | |
| **Upper Level 3** | | | | | | | |

*The lists below show the names of Room Types and Room Features available in Listing Management.*

*Use the space provided to write in the name of the room, its features, the level or story where the room is located and its dimensions.*

| Room Type | Level | Length | Width | Room Features |
|---|---|---|---|---|
| | | | | |
| | | | | |
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| | | | | |

**Level List** Lower 1 Lower 2 Lower 3 Main Upper 1 Upper 2 Upper 3

| **Room Type** | | | | | | | |
|---|---|---|---|---|---|---|---|
| Primary Bedroom | Bedroom 5 | Kitchen | 2nd Stry Fam Ovrlk | Game Room | Sitting Room | Laundry | Screened Porch |
| Bedroom 1 | Bedroom 6 | Dining Room | 2nd Stry Fam Rm | Hobby Room | In-Law/Pair/Suite | Storage Room | Bonus Room Other |
| Bedroom 2 | Additional Bedroom | Breakfast Room | Great Room | Media Room | Maid/Guest Quarters | Utility Room | Conservatory Room |
| Bedroom 3 | Primary Bathroom | Den | Study | Photo Lab/Darkroom | Attic | Workshop | Recreation Room |
| Bedroom 4 | Full Bath | Living Room | Library Foyer | Office | Basement | Sun/Florida Room | |
| | Half Bath | Family Room | Exercise Room | Loft | Mud Room | Solarium | |

| **Room Features List** | | | | | |
|---|---|---|---|---|---|
| Attached Bathroom | Basement - Unfinished | Countertop(s) - Quartz | Flooring - Hardwood | Island | Living/Dining Room Combo |
| Attic - Access Panel | Breakfast Bar | Countertop(s) - Recycled Content | Flooring - Laminate | Jack and Jill Bathroom | Primary Bedroom - Dressing Area |
| Attic - Finished | Breakfast Nook | Countertop(s) - Solid Surface | Flooring - Marble | Kitchen - Country | Primary Bedroom - Sitting Area |
| Attic - Floored | Breakfast Room | Crown Molding | Flooring - Renewable | Kitchen - Eat-in | Pantry |
| Attic - Non-Use | Built-Ins | Dining Area | Flooring - Slate | Kitchen - Electric Cooking | Skylight(s) |
| Attic - Pull-Down Stairs | Cathedral/Vaulted Ceiling | Double Sink Fireplace - Electric | Flooring - Terrazzo | Kitchen - Gas Cooking | Soaking Tub |
| Attic - Walk-Up | Cedar Lined Closet | Fireplace - Gas | Flooring - Tile | Kitchen - Propane Cooking | Tub Shower |
| Balcony Access | Ceiling Fan(s) | Fireplace - Wood Burning | Flooring - Vinyl | Living/Dining Room Combo | Wet Bar |
| Basement - Finished | Chair Rail | Fireplace - Other | Flooring - Other | Kitchen - Electric Cooking | Window Treatments |
| Basement - Partially Finished | Countertop(s) - Ceramic | Flooring - Carpet | Formal Dining Room | Kitchen - Gas Cooking | Wood Stove |
| | Countertop(s) - Granite | Flooring - Concrete | Hot Tub/Spa | Kitchen - Propane Cooking | |

## Features & Rooms: Interior Features

**Interior Features**

| | | | | |
|---|---|---|---|---|
| ☐ 2nd Kitchen | ☐ Combination Dining/Living | ☐ Floor Plan - Traditional | ☐ Primary Bedroom-Ocean Front | ☐ Stove - Wood |
| ☐ Additional Stairway | ☐ Combination Kitchen/Dining | ☐ Formal/Separate Dining Room | ☐ Recessed Lighting | ☐ Studio |
| ☐ Air Filter System | ☐ Combination Kitchen/Living | ☐ Intercom | ☐ Sauna | ☐ Tub Shower |
| ☐ Attic | ☐ Crown Moldings | ☐ Kitchen - Country | ☐ Skylight(s) | ☐ Upgraded Countertops |
| ☐ Attic/House Fan | ☐ Curved Staircase | ☐ Kitchen - Eat-In | ☐ Solar Tube(s) | ☐ Wainscotting |
| ☐ Bar | ☐ Dining Area | ☐ Kitchen - Efficiency | ☐ Soaking Tub | ☐ Walk-in Closet(s) |
| ☐ Breakfast Area | ☐ Double/Dual Staircase | ☐ Kitchen - Galley | ☐ Sound System | ☐ Water Treat System |
| ☐ Built-Ins | ☐ Efficiency | ☐ Kitchen - Gourmet | ☐ Spiral Staircase | ☐ Wet/Dry Bar |
| ☐ Butlers Pantry | ☐ Elevator | ☐ Kitchen - Island | ☐ Sprinkler System | ☐ WhirlPool/HotTub |
| ☐ Carpet | ☐ Entry Level Bedroom | ☐ Kitchen - Table Space | ☐ Stain/Lead Glass | ☐ Window Treatments |

## Features & Rooms: Interior Features

**Interior Features**

☐ Cedar Closet(s) ☐ Exposed Beams ☐ Kitchenette ☐ Stall Shower ☐ Wine Storage
☐ Ceiling Fan(s) ☐ Family Room Off Kitchen ☐ Laundry Chute ☐ Store/Office ☐ Wood Floors
☐ Central Vacuum ☐ Flat ☐ Primary Bath(s) ☐ Stove - Coal ☐ Other
☐ Chair Railings ☐ Floor Plan - Open ☐ Primary Bedroom-Bay Front ☐ Stove - Pellet

**Appliances**

☐ Air Cleaner ☐ Dryer - Gas ☐ Intercom ☐ Trash Compactor
☐ Built-In Microwave ☐ Dual Flush Toilets ☐ Microwave ☐ Washer
☐ Built-In Range ☐ Energy Efficient Appliances ☐ Oven - Double ☐ Washer - Front Loading
☐ Central Vacuum ☐ ENERGY STAR Clothes Washer ☐ Oven - Self Cleaning ☐ Washer/Dryer Hookups Only
☐ Commercial Range ☐ ENERGY STAR Dishwasher ☐ Oven - Single ☐ Washer/Dryer Stacked
☐ Compactor ☐ ENERGY STAR Freezer ☐ Oven - Wall ☐ Water Conditioner - Owned
☐ Cooktop ☐ ENERGY STAR Refrigerator ☐ Oven/Range - Electric ☐ Water Conditioner - Rented
☐ Cooktop - Down Draft ☐ Exhaust Fan ☐ Oven/Range - Gas ☐ Water Dispenser
☐ Dishwasher ☐ Extra Refrigerator/Freezer ☐ Range Hood ☐ Water Heater
☐ Disposal ☐ Freezer ☐ Refrigerator ☐ Water Heater - High-Efficiency
☐ Dryer ☐ Humidifier ☐ Six Burner Stove ☐ Water Heater - Solar
☐ Dryer - Electric ☐ Icemaker ☐ Stainless Steel Appliances ☐ Water Heater - Tankless
☐ Dryer - Front Loading ☐ Indoor Grill ☐ Stove
☐ Instant Hot Water ☐ Surface Unit

**Window Features**

☐ Atrium ☐ Double Pane ☐ Green House ☐ Replacement ☐ Transom
☐ Bay/Bow ☐ Double Hung ☐ Insulated ☐ Screens ☐ Triple Pane
☐ Casement ☐ Energy Efficient ☐ Low-E ☐ Skylights ☐ Vinyl Clad
☐ ENERGY STAR Qualified ☐ Palladian ☐ Sliding ☐ Wood Frame

**Door Features**

☐ Atrium ☐ Double Entry ☐ Insulated ☐ Sliding Glass ☐ ENERGY STAR Qualified Door(s)
☐ French ☐ Six Panel ☐ Storm

**Accessibility Features*** *A list of the accessibility features included in the sale/lease.*

☐ None ☐ Chairlift ☐ Grab Bars Mod ☐ Mobility Improvements ☐ Vehicle Transfer Area
☐ 2+ Access Exits ☐ Doors - Lever Handle(s) ☐ Hearing Mod ☐ No Stairs ☐ Visual Mod
☐ 32\"+ Wide Doors ☐ Doors - Recede ☐ Kitchen Mod ☐ Other Bath Mod ☐ Wheelchair Height Mailbox
☐ 36\"+ Wide Halls ☐ Doors - Swing In ☐ Level Entry - Main ☐ Ramp - Main Level ☐ Wheelchair Height Shelves
☐ 48\"+ Halls ☐ Elevator ☐ Low Bathroom Mirrors ☐ Roll-in Shower ☐ Wheelchair Mod
☐ >84\" Garage Door ☐ Entry Slope<1' ☐ Low Closet Rods ☐ Roll-under Vanity ☐ Other
☐ Accessible Switches/Outlets ☐ Flooring Mod ☐ Low Pile Carpeting ☐ Thresholds <5/8\"

**Furnished** ○ No ○ Partially ○ Yes | **Fireplace** ○ Yes ○ No | **Fireplaces Count**

**Fireplace Features**

☐ Brick Fireplace ☐ Electric ☐ Free Standing ☐ Mantel(s) ☐ Screen
☐ Corner ☐ Equipment ☐ Gas/Propane ☐ Marble ☐ Stone
☐ Double Sided ☐ Fireplace - Glass Doors ☐ Heatilator ☐ Metal ☐ Wood
☐ Flue for Stove ☐ Insert ☐ Non-Functioning ☐ Other

**Laundry Type**

☐ Common ☐ Hookup ☐ Main Floor ☐ Washer In Unit
☐ None ☐ Dryer In Unit ☐ Lower Floor ☐ Shared
☐ Basement ☐ Has Laundry ☐ Main Floor ☐ Upper Floor

**Spa** ○ Yes ○ No

**Spa Features**

☐ Heated ☐ Indoor ☐ No Permits ☐ Permits ☐ Private

**Security Features**

☐ 24 Hour Security ☐ Doorman ☐ Intercom ☐ Non-Monitored ☐ Smoke Detector
☐ Carbon Monoxide Detector(s) ☐ Electric Alarm ☐ Main Entrance Lock ☐ Resident Manager ☐ Sprinkler System - Indoor
☐ Desk in Lobby ☐ Exterior Cameras ☐ Monitored ☐ Security Gate ☐ Surveillance System
☐ Fire Detection System ☐ Motion Detectors ☐ Security System ☐ Window Grills

## Features & Rooms: Exterior Features

**Exterior Features**

☐ Awning(s) ☐ Extensive Hardscape ☐ Kennels ☐ Play Equipment ☐ Sport Court ☐ Water Falls
☐ BBQ Grill ☐ Exterior Lighting ☐ Lawn Sprinkler ☐ Private Beach ☐ Stone Retaining Walls ☐ Water Fountains
☐ Boat Storage ☐ Fire Escape ☐ Outbuilding(s) ☐ Satellite Dish ☐ Street Lights ☐ Other
☐ Bump-outs ☐ Flood Lights ☐ Outside Shower ☐ Secure Storage ☐ Tennis Court(s)
☐ Hot Tub ☐ Play Area ☐ Sidewalks ☐ Underground Lawn Sprinkler

**Outdoor Living Structures**

☐ Balconies- Multiple ☐ Breezeway ☐ Deck(s) ☐ Patio(s) ☐ Roof ☐ Terrace
☐ Balcony ☐ Brick ☐ Enclosed ☐ Porch(es) ☐ Screened ☐ Wrap Around

**Pool***

☐ No Pool
☐ Yes-Personal
☐ Yes-Community

**Community Pool Features**

☐ Above Ground ☐ Domestic Water ☐ Heated ☐ Negative Edge/Infinity ☐ Saltwater ☐ Other
☐ Black Bottom ☐ Fenced ☐ In Ground ☐ No Permits ☐ Solar Heated
☐ Concrete ☐ Filtered ☐ Indoor ☐ Pool/Spa Combo ☐ SpaceHeat Passive
☐ Gunite ☐ Lap/Exercise ☐ Permits ☐ Vinyl

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| Personal Pool Features | | | | | |
|---|---|---|---|---|---|
| ☐ Above Ground | ☐ Domestic Water | ☐ Heated | ☐ Negative Edge/Infinity | ☐ Saltwater | ☐ Other |
| ☐ Black Bottom | ☐ Fenced | ☐ In Ground | ☐ No Permits | ☐ Solar Heated | |
| ☐ Concrete | ☐ Filtered | ☐ Indoor | ☐ Pool/Spa Combo | ☐ SpaceHeat Passive | |
| | ☐ Gunite | ☐ Lap/Exercise | ☐ Permits | ☐ Vinyl | |

**Horse** ○ Yes ○ No | **Horse Amenities** ☐ Arena ☐ Horse Trails ☐ Horses Allowed ☐ Padlock ☐ Riding Ring ☐ Stable(s)

| Other Structures | | | | | |
|---|---|---|---|---|---|
| ☐ None | ☐ Belmont | ☐ Farm Stand/Store | ☐ Indoor Arena | ☐ Riding Ring | ☐ Swine Parlor |
| ☐ 2nd Garage | ☐ Boat House | ☐ Feed Barn | ☐ Loafing Shed | ☐ Run-in Shed | ☐ Tenant House |
| ☐ 2nd House | ☐ Cabana/Pool House | ☐ Garage(s) | ☐ Machine Shed | ☐ Shed | ☐ Tobacco Barn |
| ☐ Bank Barn | ☐ Carriage House | ☐ Gazebo | ☐ Office/Studio | ☐ Shed Row | ☐ Turn Out Shed |
| ☐ Barn/Farm Building | ☐ Cattle/Dairy Barn | ☐ Greenhouse | ☐ Pack House | ☐ Shed Shop | ☐ Utility Building |
| ☐ Barn/Stable | ☐ Center Aisle | ☐ Guest House | ☐ Pole Barn | ☐ Silo(s) | ☐ Wood/Metal Shed |
| ☐ Beef Barn | ☐ Corn Barn | ☐ Hay Barn | ☐ Pool Equipment Shed | ☐ Spring House | ☐ Other |
| | ☐ Dairy Barn | ☐ Horse Stable | ☐ Poultry House | ☐ Storage Barn/Shed | |

## Lot & Parking: Lot Measurements

*Listing Green Features? Add as much detail as you can. Download and use the Green Features addendum.*

| Lot Size SQFT* | Lot Size Acres* | Lot Size Dimensions |
|---|---|---|
| **Lot Size Source*** | ○ Assessor<br>○ Estimated | **Lot Dimensions Source** ○ Assessor ○ Estimated |

| Lot Features | | | | | |
|---|---|---|---|---|---|
| ☐ Additional Lot(s) | ☐ Corner | ☐ Irregular | ☐ Open | ☐ Rented Lot | ☐ Subdivision Possible |
| ☐ Adjoins - Game Land | ☐ Crops Reserved | ☐ Landlocked | ☐ Partly Wooded | ☐ Rip-Rapped | ☐ Tidal Wetland |
| ☐ Adjoins - Open Space | ☐ Cul-de-sac | ☐ Landscaping | ☐ Pipe Stem | ☐ Road Frontage | ☐ Trees/Wooded |
| ☐ Adjoins - Public Land | ☐ Fishing Available | ☐ Level | ☐ Pond | ☐ Rural | ☐ Unrestricted |
| ☐ Backs - Open Common Area | ☐ Flag | ☐ Marshy | ☐ Poolside | ☐ Secluded | ☐ Vegetation Planting |
| ☐ Backs - Parkland | ☐ Flood Plain | ☐ Mountainous | ☐ Premium | ☐ Side Yard(s) | ☐ Year Round Access |
| ☐ Backs to Trees | ☐ Front Yard | ☐ No Through Street | ☐ Private | ☐ Ski in/Ski out | ☐ Zero Lot Line |
| ☐ Bulkheaded | ☐ Hunting Available | ☐ Non-Tidal Wetland | ☐ PUD | ☐ Sloping | ☐ Other |
| ☐ Cleared | ☐ Interior | ☐ Not In Development | ☐ Rear Yard | ☐ Stream/Creek | |

## Lot & Parking: Lot Description

| Views | | | | | | |
|---|---|---|---|---|---|---|
| ☐ Bay | ☐ Courtyard | ☐ Harbor | ☐ Mountain | ☐ Pasture | ☐ Street | ☐ Other |
| ☐ Canal | ☐ Creek/Stream | ☐ Lake | ☐ Ocean | ☐ Pond | ☐ Trees/Woods | |
| ☐ City | ☐ Garden/Lawn | ☐ Limited | ☐ Panoramic | ☐ River | ☐ Valley | |
| | ☐ Golf Course | ☐ Marina | ☐ Park/Greenbelt | ☐ Scenic Vista | ☐ Water | |

| Location Type | | | |
|---|---|---|---|
| ☐ Adjoins Golf Course | ☐ Canal* | ☐ Mountain | ☐ River |
| ☐ Adjoins National Forest | ☐ Corner Lot/Unit | ☐ Near National Forest | ☐ Rural |
| ☐ Adjoins National Park | ☐ Creek/Stream* | ☐ Near National Park | ☐ Slope Side |
| ☐ Bayblock | ☐ Downtown | ☐ Oceanblock | ☐ Spring* |
| ☐ Bayfront* | ☐ Lagoon* | ☐ Oceanfront* | ☐ Suburban |
| ☐ Bayside* | ☐ Lake* | ☐ Oceanside* | ☐ Urban |
| | ☐ Middle Of Block | ☐ Pond | ☐ Other |

* Water Frontage in Feet (required for waterfront location types)

| Soil Type | | | |
|---|---|---|---|
| ☐ Alluvial | ☐ Loam | ☐ Soil Study Available | ☐ Urban Land-Galestown-Rumford |
| ☐ Chillum-Urban Land Complex | ☐ Luka-Lindside-Cordorus | ☐ TopSoilOvrOt | ☐ Urban Land-Manor-GLENELG |
| ☐ Clay | ☐ Manor-GLENELG | ☐ Udorthents | ☐ Urban Land Not Rated |
| ☐ Gravel | ☐ Mixed | ☐ Unknown | ☐ Urban Land-Sassafras-Chillum |
| ☐ LandFill | ☐ Neshaminy-Urban Land | ☐ Urban Land-Beltsville-Chillum | |
| ☐ Limestone/Shale | ☐ Rocky | ☐ Urban Land-Brandywine | |
| | ☐ Sandy | ☐ Urban Land-Cristiana-Sunnysider | |

| Fencing | | | | | |
|---|---|---|---|---|---|
| ☐ Aluminum | ☐ Chain Link | ☐ Fully | ☐ Panel | ☐ Rear | ☐ Wood |
| ☐ Barbed Wire | ☐ Cyclone | ☐ High Tensile | ☐ Partially | ☐ Split Rail | ☐ Wrought Iron |
| ☐ Board | ☐ Decorative | ☐ Invisible | ☐ Picket | ☐ Vinyl | ☐ Other |
| | ☐ Electric | ☐ Masonry/Stone | ☐ Privacy | ☐ Wire | |

**Road Frontage Length**

| Road Surface Type | | | | |
|---|---|---|---|---|
| ☐ None | ☐ Access - On Grade | ☐ Concrete | ☐ Paved | ☐ Tar and Chip |
| ☐ Access - Above Grade | ☐ Alley | ☐ Dirt | ☐ Process for Approval | ☐ Unimproved |
| ☐ Access - Below Grade | ☐ Approved | ☐ Gravel | ☐ Railroad | ☐ US highway/Interstate |
| | ☐ Black Top | ☐ Oiled | ☐ Stone | ☐ Other |

| Road Responsibility | | | |
|---|---|---|---|
| ☐ Boro/Township | ☐ City/County | ☐ Private | ☐ Road Maintenance Agreement |
| | ☐ Easement/Right of Way | ☐ Public | ☐ State |

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| Building Sites | Additional Parcels ○ Yes ○ No | Additional Parcels Description |
|---|---|---|

## Lot & Parking: Parking

**Type of Parking***

*Listing Green Features? Add as much detail as you can.*
*Download and use the Green Features addendum*

☐ None ☐ Attached Garage ☐ Driveway ☐ On Street ☐ Other
☐ Alley ☐ Detached Carport ☐ Off Site ☐ Parking Garage
☐ Attached Carport ☐ Detached Garage ☐ Off Street ☐ Parking Lot

| Attached Garage - # of Spaces* | Detached Garage - # of Spaces* | Attached Carport - # of Spaces* | Detached Carport - # of Spaces* |
|---|---|---|---|
| | | | |
| **Parking Garage - # of Spaces*** | **Driveway - # of Spaces** | **Off Site - # of Spaces** | **Off Street - # of Spaces** |
| | | | |
| **Parking Lot - # of Spaces** | **Total Parking Spaces** *(Autocalculated)* | **Garage SQFT** | |
| | | | |

**Garage Features***

☐ Additional Storage Area ☐ Built In ☐ Garage - Front Entry ☐ Garage - Side Entry ☐ Inside Access ☐ Underground
☐ Basement Garage ☐ Covered Parking ☐ Garage - Rear Entry ☐ Garage Door Opener ☐ Oversized ☐ Other

**Parking Features**

☐ Asphalt Driveway ☐ Electric Vehicle Charging Station(s) ☐ On-site - Rent ☐ Public
☐ Assigned ☐ Fenced ☐ On-site - Sale ☐ Rented/Permit Required
☐ Attendant ☐ Free ☐ Parking Fee ☐ Secure Parking
☐ Brick Driveway ☐ General Common Elements ☐ Parking Space Conveys ☐ Shared Driveway
☐ Circular Driveway ☐ Gravel Driveway ☐ Paved Driveway ☐ Stone Driveway
☐ Concrete Driveway ☐ Handicap Parking ☐ Paved Parking ☐ Surface
☐ Crushed Stone ☐ Heated ☐ Permit Included ☐ Unassigned
☐ Dirt Driveway ☐ Lighted Parking ☐ Prepaid ☐ Under Home Parking
☐ Limited Common Elements ☐ Private ☐ Unpaved

## Photos & Tours

| Photo Option* ○ Lister Will Upload All ○ No Photo per Seller | TIP: Click Manage Photos to upload pictures of your listing, and click the Manage Virtual Tours to add URLs of your virtual tours. |
|---|---|

## Remarks & Internet Settings

**Remarks - Public (4000 characters)**

**Remarks - Agent Private**

**Remarks - Office Private**

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| | | | |
|---|---|---|---|
| **Seller Authorizes The Listing on the Internet*** ○ Yes ○ No | | **Seller Authorizes AVM*** ○ Yes ○ No | |
| **Seller Authorizes Address on the Internet*** ○ Yes ○ No | | **Seller Authorizes Consumer Comments*** ○ Yes ○ No | |

## Documents

| **Documents Available** | | | |
|---|---|---|---|
| ☐ 12 Month Utility History | ☐ Elevation Letter | ☐ Leases | ☐ Section 8 Approved |
| ☐ Aerial Photo | ☐ ENERGY STAR - ACCA Installation | ☐ Leases | ☐ Seller's Property Disclosure |
| ☐ AI Green & EE Addendum | ☐ Energy Star Certification | ☐ Legal Description | ☐ Site Plan |
| ☐ Appraisal | ☐ Engineer | ☐ Licenses | ☐ Soil Ground Report |
| ☐ Blower Door Test Results on File | ☐ Environmental Test | ☐ NFRC Window Rating | ☐ Soil Survey |
| ☐ Boundary Line Survey | ☐ Feasibility Study | ☐ Perc Report | ☐ Survey - Stake |
| ☐ Building Plan | ☐ Financial Statements | ☐ Permits | ☐ Survey - Tree |
| ☐ CAFRA | ☐ Fixture List | ☐ Pinelands | ☐ Survey House Location |
| ☐ Certificate of Occupancy | ☐ Furnishings List | ☐ Plans Available | ☐ Tax Return |
| ☐ Combustion Safety Test on File | ☐ Government Approved | ☐ Plat | ☐ Third-Party Eco-friendly Certification |
| ☐ Conditions | ☐ HERS Insulation Grading | ☐ Plot Plan | ☐ Timber Cruise |
| ☐ Construction Drawings | ☐ HOA-Condo Docs in Broker Office | ☐ Public Offering | ☐ Topographic Maps |
| ☐ Contracts on Services | ☐ House Plans Available | ☐ Public Works Agreement | ☐ Traffic Counts |
| ☐ Covenants | ☐ Inspection Result Available | ☐ Radon Test Result | ☐ Water Agreement |
| ☐ Deed | ☐ Insulation Above DOE Levels | ☐ Rent Roll | ☐ Well Test |
| ☐ Demographic Study | ☐ Inventory List | ☐ Resale Package Available | ☐ Wetlands |
| ☐ Easements | ☐ Investment Analysis | ☐ Restrictions | ☐ Other |
| ☐ Electrical Information | ☐ L&I Drawings | ☐ Rights of Way | |
| | ☐ Lead Paint Disclosure | ☐ Rural Residential Agreement | |

## Showing Details

| **Showing Requirements*** | | | | |
|---|---|---|---|---|
| ☐ 1 Hour Notice | ☐ Call First | ☐ Day Sleeper | ☐ Lockbox-Sentrilock | ☐ See On-Site Manager |
| ☐ 2 Hours Notice | ☐ Call First - Alarm Code | ☐ Do Not Contact Occupant | ☐ Lockbox-Supra | ☐ See Remarks |
| ☐ 3 Hours Notice | ☐ Call First - Contact | ☐ Do Not Show Without Appt | ☐ Major Rehab-Cannot Be Occupied | ☐ Show Anytime |
| ☐ 4 Hours Notice | ☐ Call First - Listing Agent | ☐ Drive By | ☐ Manager/Recep Desk | ☐ Sign on Property |
| ☐ 6 Hours Notice | ☐ Call First - Listing Agent 2 | ☐ Email First-Lister | ☐ No Boundary Mark | ☐ Smart Home Device Present |
| ☐ 8 Hours Notice | ☐ Call First - Listing Agent 3 | ☐ Gate Pass | ☐ No Phone | ☐ Subject to Inspection |
| ☐ 12 Hours Notice | ☐ Call First - Occupant | ☐ Gate/Entr Ctrl | ☐ No Sign on Property | ☐ Tenant Occupied |
| ☐ 24 Hours Notice | ☐ Call First - Office | ☐ Key Available | ☐ Off-Site Sales | ☐ Under Construction |
| ☐ 48 Hours Notice | ☐ Call First - Owner | ☐ Key at Broker Office | ☐ On-Site Sales | ☐ Vacant |
| ☐ 60 Hours Notice | ☐ Call First - Owner Deaf | ☐ Key at Desk | ☐ Pet(s) on Premises | ☐ Video Monitoring On Premise |
| ☐ Accepted Offer | ☐ Call First - Showing Contact | ☐ Lister Must Accompany | ☐ Plan Avail/No Model | ☐ Other |
| ☐ Agent or Owner to be Present | ☐ Call First - Showing Service | ☐ Lockbox-Combo | ☐ Registration Required | |
| ☐ Alarm on Property | ☐ Call First - Key | ☐ Lockbox-Electronic | ☐ Restricted Times | |
| ☐ Appointment Only | ☐ Concierge | ☐ Lockbox-Front Door | ☐ Schedule Online | |
| ☐ Beware of Dog | ☐ Confidential | ☐ Lockbox-None | ☐ Security System | |
| | ☐ Credit Report Required | ☐ Lockbox-Other | ☐ See Models | |

## Showing: Showing Contact

**Showing Method*** ○ In-Person Only ○ In-Person and Live Video

**Showing Contact Type*** ○ Go and Show-No Showing Contact ○ Showing Contact 1 ○ Showing Contact 2 ○ Owner ○ Agent ○ Occupant ○ Property Manager ○ Service

| **Showing Contact Name*** | **Showing Contact Phone*** | |
|---|---|---|
| **Occupant Type** ○ Owner ○ Tenant ○ Vacant | **Occupant Name** | **Occupant Phone** |

## Showing: Lockbox

| **Lockbox Location** | **Lockbox Serial Number** |
|---|---|
| **Lockbox Type*** ☐ None ☐ Call Listing Office ☐ Combo ☐ See Remarks ☐ SentriLock ☐ Supra | |