

**NWWMLS LEASE/RENT DIRECTORY** Required data fields in **BOLD CAPS** followed by asterisk\*

5/2010

ML# (*auto assigned*) LIST AGENT\* \_\_\_\_\_  
 LIST OFFICE\* \_\_\_\_\_  
 SUB-TYPE\*  Residential  Commercial STATUS\*  Active  Closed  
 LIST DATE\* \_\_\_/\_\_\_/20\_\_\_ EXPIRE DATE\* \_\_\_/\_\_\_/20\_\_\_  
 LIST PRICE\*\$ \_\_\_\_\_ (monthly rent or lease amount) COMP SCHEDULE\* (*uploaded*) Y N  
 FOR LEASE\* Y N FOR RENT\* Y N  
 STREET #\* \_\_\_\_\_ Street Direction: N S E W NE NW SE SW  
 STREET NAME\* \_\_\_\_\_ (*use standard tag rules*)  
 COUNTY\* \_\_\_\_\_ AREA\* \_\_\_\_\_  
 CITY\* \_\_\_\_\_ STATE\* \_\_\_\_\_ ZIP CODE\* \_\_\_\_\_  
 OWNER\* \_\_\_\_\_

STYLE\*  Single Family  2-4 Family  Above 4 Family  Industrial  Office  Retail  
 STUDENT HOUSING\* Y N Availability Date \_\_\_/\_\_\_/20\_\_\_ APX YR BUILT\* \_\_\_\_\_  
 APX FIN SQFT\* \_\_\_\_\_ Acreage\* \_\_\_\_\_

DIRECTIONS\* (*250 maximum characters allowed*)

Remarks-Will **NOT** appear on IDX or other MLS approved public sites (*500 maximum characters allowed*)

Agent Remarks-NOT for Public Use (*250 maximum characters allowed*)

**RESIDENTIAL**

Security Deposit Req Y N Security Deposit Amt \$ \_\_\_\_\_ Handicap Access Y N Coin Laundry\* Y N  
 Parking \_\_\_\_\_  
 GARAGE CAPACITY\* \_\_\_\_\_ UNIT # \_\_\_\_\_  
 Terms \_\_\_\_\_ Income Limited Y N  
 BEDROOMS\* \_\_\_\_\_ FULL BATHS\* \_\_\_\_\_ PARTIAL BATHS\* \_\_\_\_\_  
 Pets \_\_\_\_\_ Smokers Y N

**LEASE/RENT INFORMATION**

Lease Req Y N  
 Lease Term  Owner  Owner Occupied  Tenant w/Lease  Vacant  Varied/Multi-Tenant  
 Current Occupant \_\_\_\_\_

## COMMERCIAL

Parking Area Capacity \_\_\_\_\_ Sidewall Height \_\_\_\_\_ Sprinkler Y N  
# of Loading Docks \_\_\_\_\_ Service Amps \_\_\_\_\_  
3-Phase Power: \_\_\_ At Building \_\_\_ At Street \_\_\_ Municipal \_\_\_ Not Available

---

### **BASEMENT\*** (max 3)

\_\_\_ Cellar \_\_\_ Full \_\_\_ Other-See Remarks  
\_\_\_ Crawl Space \_\_\_ None

### **COOLING\*** (max 3)

\_\_\_ Central \_\_\_ Window \_\_\_ Other-See Remarks  
\_\_\_ Wall Unit \_\_\_ None

### **ELECTRIC** (max 3)

\_\_\_ Circuit Breaker \_\_\_ Fuses  
\_\_\_ Combo \_\_\_ Other-See Remarks

### **EXTERIOR\*** (max 4)

\_\_\_ Aluminum \_\_\_ Metal \_\_\_ None  
\_\_\_ Brick \_\_\_ Steel \_\_\_ Other-See Remarks  
\_\_\_ Composite \_\_\_ Stucco  
\_\_\_ Log \_\_\_ Vinyl

### **Exterior Features** (max 3)

\_\_\_ Fuel \_\_\_ Railroad siding \_\_\_ Other-See Remarks  
\_\_\_ Lighting \_\_\_ Roof sign  
\_\_\_ Pole sign \_\_\_ None

### **FOUNDATION\*** (max 3)

\_\_\_ Block \_\_\_ Stone \_\_\_ None  
\_\_\_ Poured \_\_\_ Wood \_\_\_ Other-Remarks

### **FUEL SOURCE\*** (max 4)

\_\_\_ Electric \_\_\_ Natural Gas \_\_\_ Wood  
\_\_\_ Hot Water \_\_\_ Solar \_\_\_ None  
\_\_\_ LP Gas \_\_\_ Steam \_\_\_ Other-See Remarks

### **HEATING\*** (max 3)

\_\_\_ Baseboard \_\_\_ Heat Pump-Grnd Wtr \_\_\_ Wall Furnace  
\_\_\_ Common \_\_\_ Hot Water \_\_\_ None  
\_\_\_ Forced Air \_\_\_ In-Floor \_\_\_ Other-See Remarks  
\_\_\_ Gravity \_\_\_ Radiant  
\_\_\_ Heat Pump-Elec \_\_\_ Space Heater

### **Interior Features** (max 12)

\_\_\_ Carpeting \_\_\_ Fixtures \_\_\_ Restrooms  
\_\_\_ Compressor \_\_\_ Handicap access \_\_\_ Restrooms-handi  
\_\_\_ Conveyor \_\_\_ Inside storage \_\_\_ None  
\_\_\_ Elevator \_\_\_ Inventory \_\_\_ Other-See Remarks

**Rent Includes (max 4)**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> AC wall         | <input type="checkbox"/> Garage opener    | <input type="checkbox"/> Water conditioner |
| <input type="checkbox"/> Access features | <input type="checkbox"/> Garbage disposal | <input type="checkbox"/> Washer            |
| <input type="checkbox"/> Ceiling fans    | <input type="checkbox"/> Microwave        | <input type="checkbox"/> Window covers     |
| <input type="checkbox"/> Central Vav     | <input type="checkbox"/> Oven/rng         | <input type="checkbox"/> None              |
| <input type="checkbox"/> Dishwasher      | <input type="checkbox"/> Refrig           | <input type="checkbox"/> Other-See Remarks |

**Utilities Include (max 5)**

- |                                   |   |                               |
|-----------------------------------|---|-------------------------------|
| <input type="checkbox"/> Electric | <input type="checkbox"/> Sewer              | <input type="checkbox"/> None |
| <input type="checkbox"/> Garbage  | <input type="checkbox"/> Water              |                               |
| <input type="checkbox"/> Heat     | <input type="checkbox"/> Other –See Remarks |                               |

**Maintenance Includes (max 3)**

- |                                       |  |                               |
|---------------------------------------|--|-------------------------------|
| <input type="checkbox"/> Snow Removal | <input type="checkbox"/> Other-See Remarks | <input type="checkbox"/> None |
| <input type="checkbox"/> Yard         |  |                               |

**Occupancy (max 4)**

- |                                     |   |  |
|-------------------------------------|---|--|
| <input type="checkbox"/> At Closing | <input type="checkbox"/> Tenants Rights | <input type="checkbox"/> Other-See Remarks |
| <input type="checkbox"/> Negotiable |   |  |

**SEWER\* (max 4)**

- |                                     |  |  |
|-------------------------------------|--|--|
| <input type="checkbox"/> City Sewer | <input type="checkbox"/> None              |  |
| <input type="checkbox"/> Septic     | <input type="checkbox"/> Other-See Remarks |  |

**SHOWING INSTRUCTIONS\* (max 4)**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Key-At Listing Office   | <input type="checkbox"/> Lockbox-None      | <input type="checkbox"/> Special-See Agent Remarks |
| <input type="checkbox"/> Lockbox-Combination     | <input type="checkbox"/> Pets              | <input type="checkbox"/> 24 hour Notice            |
| <input type="checkbox"/> Lockbox-Electric        | <input type="checkbox"/> Sign-On Property  | <input type="checkbox"/> Use BookAShowing          |
| <input type="checkbox"/> Lockbox-Push Button     | <input type="checkbox"/> Sign-None         | <input type="checkbox"/> Other-See Agent Remarks   |
| <input type="checkbox"/> Shore-Other See Remarks | <input type="checkbox"/> Other-See Remarks |  |