

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)

- AC wall
- Access features
- Ceiling fans
- Central Vav
- Dishwasher

- Garage opener
- Garbage disposal
- Microwave
- Oven/rng
- Refrig

- Water conditioner
- Washer
- Window covers
- None
- Other-See Remarks

Utilities Include (max 5)

- Electric
- Garbage
- Heat

- Sewer
- Water
- Other –See Remarks

- None

Maintenance Includes (max 3)

- Snow Removal
- Yard

- Other-See Remarks

- None

Occupancy (max 4)

- At Closing
- Negotiable

- Tenants Rights

- Other-See Remarks

SEWER* (max 4)

- City Sewer
- Septic

- None
- Other-See Remarks

SHOWING INSTRUCTIONS* (max 4)

- Key-At Listing Office
- Lockbox-Combination
- Lockbox-Electric
- Lockbox-Push Button
- Shore-Other See Remarks

- Lockbox-None
- Pets
- Sign-On Property
- Sign-None
- Other-See Remarks

- Special-See Agent Remarks
- 24 hour Notice
- Use BookAShowing
- Other-See Agent Remarks