

General
  Room Information
  Features
  Directions/Remarks/Legal
  Agent Information

**LIST PRICE\***\$ \_\_\_\_\_ **LIST DATE\*** \_\_\_/\_\_\_/20\_\_\_ **EXPIRATION DATE\*** \_\_\_/\_\_\_/20\_\_\_  
**SA COMM\*** \_\_\_\_\_ **BA COMM\*** \_\_\_\_\_ **VARIABLE\*** Y N **EXCEPTION\*** Y N **AUCTION\*** Y N  
**REO\*** Y N **SHORT SALE\*** Y N **LIMITED SERVICE\*** Y N **ELECTRONIC CONSENT\*** Y/N  
**LISTING CONTRACT TYPE\*** Excl Right-to-Sell\_\_\_ Excl Agency\_\_\_ **OWNER\*** \_\_\_\_\_

**STREET #\*** \_\_\_\_\_ Street Direction: N S E W NE NW SE SW **STREET NAME\*** \_\_\_\_\_  
**STREET TYPE\*** \_\_\_\_\_ (ave,blvd,hwy,rd,st,etc) Unit# \_\_\_\_\_ Subdivision \_\_\_\_\_  
**CITY\*** \_\_\_\_\_ Twp \_\_\_\_\_ **COUNTY\*** \_\_\_\_\_  
**STATE\*** \_\_\_\_\_ **ZIP CODE\*** \_\_\_\_\_

**TAX ID\*** \_\_\_\_\_ Additional Tax ID#s \_\_\_\_\_  
**TAXES\*\$** \_\_\_\_\_ **TAX YR\*** \_\_\_\_\_ **AREA\*** \_\_\_\_\_

**SCHOOL DISTRICT\*** \_\_\_\_\_  
**MULTI-FAMILY PROPERTY TYPE\*** \_\_\_ Apartment Complex \_\_\_ Duplex \_\_\_ Four Plex  
 \_\_\_ Multi-Plex \_\_\_ Tri-Plex **APX YR BUILT\*** \_\_\_\_\_ Age Restricted Y N

Home Dimensions L1 \_\_\_ + W1 \_\_\_ + L2 \_\_\_ + W2 \_\_\_ Lot Size L1 \_\_\_ + W1 \_\_\_ + L2 \_\_\_ + W2 \_\_\_  
**ACREAGE\*** \_\_\_\_\_ Coin Laundry Y N Owned/Leased \_\_\_ Machines Leased \_\_\_ Machines Owned  
 Common\* Y N **WATERFRONT\*** Y N Seasons\* 3 4 Water Front Ftg \_\_\_\_\_ Lake Size \_\_\_\_\_

Lake Depth \_\_\_\_\_ Lake/River Name\* \_\_\_\_\_  
 Waterfront Type\* \_\_\_ Creek \_\_\_ Flowage \_\_\_ Lake \_\_\_ Other \_\_\_ Pond \_\_\_ River Slope\* Gradual, Level, Steep

Road Between Waterfront\* Y N Water View\* Lake View, River View, Waterfront View  
 Own Frntg\* Y N Access\* Y N **Access Type\*** Deeded, Other Easement\* Y N **Easement Type\*** Deeded, Other

**CONDITION REPORT\*** Y N Restrictive Covenants Y N  
**APX FIN ABOVE GRADE\*** \_\_\_\_\_ **APX FIN BELOW GRADE\*** \_\_\_\_\_  
**APX UNFIN ABOVE GRADE\*** \_\_\_\_\_ **APX UNFIN BELOW GRADE\*** \_\_\_\_\_

Seller Financing Y N Seller Financing Remarks \_\_\_\_\_  
**VOW\*** Y N **VOW AVM\*** Y N **VOW Blog\*** Y N **Display Address\*** Y N

**REALTOR.COM\*** Y N **SYNDICATION\*** Homes.com, Zillow, None **IDX\*** Y N **IDX PUBLIC COMMENT\*** Y N  
**VIRTUAL TOUR\*** Y N Virtual Tour URL (unbranded only) \_\_\_\_\_

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Bdms	Full Bths	Half Bths	Rent	Mo/Yr	Car Storage	ApxSqFt	Remarks
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Bdms	Full Bths	Half Bths	Rent	Mo/Yr	Car Storage	ApxSqFt	Remarks
Bdms	Full Bths	Half Bths	Rent	Mo/Yr	Car Storage	ApxSqFt	Remarks

Use space below or reproduce this page for addition Unit Remarks

General

Units

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**BASEMENT\* (max 3)**

- Cellar
- Crawl Space
- Full
- Fully Finished
- Lookout
- Partial
- Partially Finished
- Silo
- Slab
- Walkout
- None
- Other-See Remarks

**ELECTRIC (max 3)**

- Circuit Breaker
- Combo
- Fuses
- Underground
- None
- Other-See Remarks

**COOLING\* (max 3)**

- Central
- Wall Unit
- Window
- None
- Other-See Remarks
- Geothermal

**Excluded (max 12)**

- AC Wall Unit
- Accessibility Features
- Air Exchanger
- Boat Lift
- Ceiling Fans
- Central Vac
- Dishwasher
- Dock
- Dryer
- Equipment-See Remarks
- Freezer
- Garage Opener
- Garbage Disposal
- Hot Tub
- Landscaping-New Construc
- Lawn-New Construc
- Microwave
- Oven/Range
- Playset
- Pool-Above Ground
- Range Hood
- Refrigerator
- Sauna
- Sellers Personal
- Sprinkler System
- Tenants Personal
- Trash Compactor
- Washer
- Water Conditioner
- Water Softener
- Window Coverings
- None
- Other-See Remarks

**DRIVEWAY (max 3)**

- Asphalt
- Concrete
- Gravel
- Rock-Crushed
- Shared
- Stone
- None
- Other-See Remarks

**EXTERIOR\* (max 4)**

- Aluminum
- Asbestos
- Asphalt
- Brick
- Cedar
- Cement
- Composite
- Hardboard
- Log
- Metal
- Permastone
- Slate
- Steel
- Stone
- Stucco
- Vinyl
- Wood
- None
- Other-See Remarks

**Fireplace (max 3)**

- Electric
- Free-Standing
- Gas Log
- Insert
- One
- Three
- Two
- Wood Stove
- Woodburning
- None
- Other-See Remarks

**FOUNDATION\* (max 3)**

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

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

- Electric
- Hot Water
- LP Gas
- Natural Gas
- Oil
- Radiant
- Solar
- Solar-Active
- Solar-Passive
- Steam
- Wood
- None
- Other-See Remarks

**HEATING\* (max 3)**

- Baseboard
- Common
- Forced Air
- Gravity
- Heat Pump
- Hot Water
- In-Floor
- Radiant
- Space Heater
- Wall Furnace
- None
- Other-See Remarks
- Geothermal

**Included (max 12)**

- 1<sup>st</sup> Floor Laundry
- AC Wall Unit
- Accessibility Features
- Air Exchanger
- Boat Lift
- Ceiling Fans
- Central Vac
- Dishwasher
- Dock
- Dryer
- Equipment-See Remark
- Fenced Yard
  - Freezer
- Garage Opener
- Garbage Disposal
- Hot Tub
- Microwave
- Oven/Range
- Playset
- Pool-Above Ground
- Range Hood
- Refrigerator
- Sauna
- Sprinkler System
- Trash Compactor
- Washer
- Water Conditioner
- Water Softener
- Window Coverings
- None
- Other-See Remarks

**New Construction (max 4)**

- Complete except Flooring
- Foundation
- Framed/Enclosed
- Plan Only
- Ready for Occupancy
- Sheetrocked
- None
- Other-See Remarks

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**Occupancy (max 4)**

- At Closing
- Negotiable
- Tenants Rights
- Other-See Remarks

**Outbuildings (max 4)**

- Barn
- Boat House
- Bunkhouse
- Gazebo
- Greenhouse
- Guest House
- Lean-to
- Playhouse
- Pole Building
- Shed-Garden
- Shed-Machine
- Shed-Storage
- Silo
- Workshop
- None
- Other-See Remarks

**Patio/Deck (max 4)**

- 3 Season Room
- 4 Season Room
- Deck-Composite Vinyl
- Deck-Covered
- Deck-Wood
- Patio-Brick
- Patio-Concrete
- Patio-Covered
- Patio-Enclosed
- Patio-Screened
- Patio-Stone
- Porch-Enclosed
- Porch-Open
- Porch-Screened
- None
- Other-See Remarks

**SEWER\* (max 4)**

- City Sewer
- Privy
- Septic
- Septic-Conventional
- Septic-Holding Tank
- Septic-Mound
- None
- Other-See Remarks

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

- 24 Hour Notice
- Key-At Listing Office
- Lockbox-Combination
- Lockbox-Electronic
- Lockbox-None
- Lockbox-Push Button
- Pets
- Sign-None
- Sign-On Property
- Special-See Agent Remarks
- Use ShowingTime

**WATER\* (max 4)**

- Cistern
- City-Water
- Well
- Well-Common
- Well-Drilled
- Well-Driven
- Well-Sandpoint
- None
- Other-See Remarks

**Water Heater (max 4)**

- Common
- Electric
- LP Gas
- Natural Gas
- Oil
- Solar
- None
- Other- SeeRemarks

**Zoning (max 3)**

- Agricultural
- Commercial
- Conservancy
- Forestry
- Industrial
- PUD
- Recreational
- Residential
- Residential-Duplex
- Residential-Limited MF
- Residential-Multi-Family
- Shoreline
- Unzoned
- Wetlands
- Other-See Remarks

**Waterfront Elevation Steps**

- Low 0-15
- Medium 16-35
- High 36+

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**DIRECTIONS\*** (250 maximum characters allowed)

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

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**Secure Showing Instructions - appears only in *ShowingTime*** (500 maximum characters allowed)

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**Public Remarks-Will appear on IDX, MLS approved public sites** (500 maximum characters allowed)

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Legal Description (150 maximum characters allowed)

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**Listing in Other MLSs** Y N      **Other MLS Listing #s** \_\_\_\_\_  
(separate multiple numbers by commas)

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**ML#** (auto assigned)

**LIST AGENT\*** \_\_\_\_\_

**LIST OFFICE\*** \_\_\_\_\_

**NOTE:**

**Status:** All listings entered into Matrix are entered as Active listings; any other status must be changed in maintenance.

**ML#:** Matrix auto-assigns an ML# to complete and incomplete listing data  
 Images and attachments can be uploaded to incomplete listings