

<b>General</b>	Room Information	Features	Directions/Remarks/Legal	Agent Information
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LIST PRICE\*\$ \_\_\_\_\_ LIST DATE\* \_\_\_/\_\_\_/20\_\_\_ EXPIRATION DATE\* \_\_\_/\_\_\_/20\_\_\_  
 Sub Agency \_\_\_\_\_ Buyer Agency \_\_\_\_\_ VARIABLE\* Y N EXCEPTION\* Y N AUCTION\* Y N  
 COMM\* \_\_\_\_\_ COMM\* \_\_\_\_\_  
 REO\* Y N SHORT SALE\* Y N Income Producing \_\_\_\_\_ 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 IDS \_\_\_\_\_ TAXES\*\$ \_\_\_\_\_ TAX YR\* \_\_\_\_\_  
 AREA\* \_\_\_\_\_ SCHOOL DISTRICT\* \_\_\_\_\_ CITY\* \_\_\_\_\_  
 RESIDENTIAL PROPERTY TYPE\* \_\_\_\_\_ Single Family \_\_\_\_\_ Multiple Use \_\_\_\_\_ Other \_\_\_\_\_  
 STYLE\* \_\_\_\_\_ 1 story \_\_\_\_\_ 1.5 story \_\_\_\_\_ 2 story \_\_\_\_\_ Bi-level \_\_\_\_\_ Chalet \_\_\_\_\_ Multilevel \_\_\_\_\_ Other \_\_\_\_\_ Twinhome \_\_\_\_\_  
 APX YR BUILT\* \_\_\_\_\_ MANUFACTURED\* Y N CONDO\* Y N Restrictive Covenants Y N Age Restricted Y N  
 ASSOC\* Y N Assoc Fee \$ \_\_\_\_\_ Fee Cycle \_\_\_\_\_ (Mo, Qtr, Annual) Home Dimensions L \_\_\_\_\_ + W \_\_\_\_\_ + L \_\_\_\_\_ + W \_\_\_\_\_  
 GARAGE TYPE\* Attached \_\_\_\_\_ Carport \_\_\_\_\_ Detached \_\_\_\_\_ Tuck Under \_\_\_\_\_ None \_\_\_\_\_ Other \_\_\_\_\_  
 GARAGE CAPACITY\* \_\_\_\_\_ Lot Size L \_\_\_\_\_ + W \_\_\_\_\_ + L \_\_\_\_\_ + W \_\_\_\_\_ ACREAGE\* \_\_\_\_\_  
 Common\* Y N WATERFRONT\* Y N Seasons\* 3 4 Water Front Ftg \_\_\_\_\_ Lake Size \_\_\_\_\_  
 Lake Depth \_\_\_\_\_ Lake/River Name\* \_\_\_\_\_  
 Waterfront Type\* \_\_\_\_\_ Lake \_\_\_\_\_ River \_\_\_\_\_ Flowage \_\_\_\_\_ Pond \_\_\_\_\_ Creek \_\_\_\_\_ Other 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 Access Type\* Deeded, Other  
 CONDITION REPORT\* Y N Access Features Report 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) \_\_\_\_\_

General	<b>Room Information</b>	Features	Directions/Remarks/Legal	Agent Information
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BEDROOMS*				FULL BATHS*			PARTIAL BATHS*		
Room	Level	Est Size	Floor	Room	Level	Est Size	Floor		
LIVING RM*	_____	L ___ x W ___	_____	Entry/Foyer	_____	L ___ x W ___	_____		
KITCHEN*	_____	L ___ x W ___	_____	Pantry	_____	L ___ x W ___	_____		
Dining Rm	_____	L ___ x W ___	_____	BR*	_____	L ___ x W ___	_____		
Dining Area	_____	L ___ x W ___	_____	BR	_____	L ___ x W ___	_____		
Family Rm	_____	L ___ x W ___	_____	BR	_____	L ___ x W ___	_____		
Laundry Rm	_____	L ___ x W ___	_____	BR	_____	L ___ x W ___	_____		
Rec Rm	_____	L ___ x W ___	_____	BR	_____	L ___ x W ___	_____		
Bonus Rm	_____	L ___ x W ___	_____	BA	_____	L ___ x W ___	_____		
Office	_____	L ___ x W ___	_____	BA	_____	L ___ x W ___	_____		
Den	_____	L ___ x W ___	_____	Sauna	_____	L ___ x W ___	_____		
3-Season Rm	_____	L ___ x W ___	_____	4-Season Rm	_____	L ___ x W ___	_____		
Loft	_____	L ___ X W ___	_____	Workshop	_____	L ___ x W ___	_____		
				Other-See Remarks	_____	L ___ x W ___	_____		

**BASEMENT\* (max 3)**

- Cellar
- 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
- 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
- LP Tank
- Microwave
- Oven/Range
- Playset
- Pool-Above Ground
- Range Hood
- Refrigerator
- Sauna
- Sellers Personal
- Sprinkler System
- Tenants Personal
- Tennis Court
- Trash Compactor
- Washer
- Water Conditioner
- Water Softener
- Window Coverings
- None
- Other-See Remarks

**DRIVEWAY (max 3)**

- 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

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

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

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

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

**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
- Home Warranty
- Hot Tub
- LP Tank
- Microwave
- Oven/Range
- Playset
- Pool-Above Ground
- Pool-In Ground
- Range Hood
- Refrigerator
- Sauna
- Sprinkler System
- Trash Compactor
- Washer
- Water Conditioner
- Water Softener
- Window Coverings
- None
- Other-See 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

**New Construction** *(max 4)*

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

**Occupancy (max 4)**

- At Closing  
 Negotiable  
 Tenants Rights  
 Other-See Remarks

**Outbuildings (max 4)**

- Barn  
 Boat House  
 Bunkhouse  
 Gazebo  
 Granary  
 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-Electric  
 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- See Remarks

**Waterfront (max 4)**

- Bottom-Gravel  
 Bottom-Muck  
 Bottom- Other See Remarks  
 Bottom-Rock  
 Bottom-Sand  
 Elevation- High  
 Elevation-Level  
 Elevation-Low  
 Elevation-Medium  
 Elevation-Other See Remarks  
 Shore-Beach  
 Shore-Shoring  
 Shore-Other-See Remarks  
 Shore-Vegetation  
 Other-See Remarks

**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+

**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)

**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