

**Keystone Residential Profile Sheet**

Metropolitan Regional Information Systems, Inc.

**BOLDED Items are REQUIRED**

Submitted From \_\_\_\_\_  
 Entered by \_\_\_\_\_  
 Date Received \_\_\_\_\_  
 Date Entered \_\_\_\_\_  
 MLS # \_\_\_\_\_  
 Listing Date \_\_\_\_\_  
 Expiration Date \_\_\_\_\_

State	
County	
Tax ID #	
House #	
Unit #	
Street Name	
Subdivision	

General

Sale/Rental	<input type="checkbox"/> Sale <input type="checkbox"/> Rental	Ownership Type	Fee Simple Ground Rent	Condo Rental Apartment	<input type="checkbox"/> Coop	Street Number
Status	<input type="checkbox"/> Active <input type="checkbox"/> Expired	<input type="checkbox"/> CNTG/KO <input type="checkbox"/> Rented	<input type="checkbox"/> CTNG/No KO <input type="checkbox"/> Sold	<input type="checkbox"/> App Reg <input type="checkbox"/> Temp Off	<input type="checkbox"/> Contract <input type="checkbox"/> Withdrawn	Street # Suffix
List/Rent Price	Expiration Date				Street Name	
Listing Type	<input type="checkbox"/> Excl. Agency <input type="checkbox"/> Excl. Right	<input type="checkbox"/> Modified/Excl.	Listing Agent ID#			Street Type
Basement	<input type="checkbox"/> Yes <input type="checkbox"/> No	Farm <input type="checkbox"/> Yes <input type="checkbox"/> No	New Construction <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Water Oriented <input type="checkbox"/> Yes <input type="checkbox"/> No	Value Range Pricing <input type="checkbox"/> Yes <input type="checkbox"/> No
Date Available	Maximum Lease	Minimum Lease	Annual Ground Rent	Capitalized Value - Ground Rent		

Building Features

# of Buildings	# of Elevators	# of Fireplaces	# of Floors	# of Levels	Age
Amenities	Attic-Stairs Fixed Attic-Stairs Pull Down Auto Garage Door Open Bidet Built-in Bookcases Cedar Closet Ceramic Counter Corian Counters Drapery Rods Drapes / Curtains	Dual Entry Bath Elevator Entry Level Bedroom Fireplace Glass Doors Fireplace Heatilator Fireplace Mantles Fireplace Screen Fireplace Equip. Flue for Stove Furniture Conveys	Granite Counters Home Warranty Indoor Pool Laundry Chute Lawn/Mwr/Tractor MBa-Separate Shower MBa-Separate Tub MBa-Full Bath MBa-Half Bath Other	Quarter Baths Rough In Bath Sauna Shades/Blinds Steam Shower Sump Pump Tag Items Excl. Tub-2+ person Tub-Soaking W/W Carpet	Walk-In Closet(s) Washer/Dryer Hookup Wood Stove Insert Wet Bar/Bar Wood Floors Wpool Jets
Appliances	Central Vacuum Cooktop-Downdraft Cooktop Dishwasher Disposal	Dryer Exhaust Fan Extra Refrg/Frz Freezer Humidifier	Icemaker Instant Hot Water Intercom Microwave Other	Oven-Double Oven-SCC Oven-Wall Oven/Range-Elec Oven Range-Gas	Range Hood Refrigerator Six Burner Stove Stove Trash Compactor
Basement	<input type="checkbox"/> Yes <input type="checkbox"/> No	Basement Entrance	Area Way/Cellar Exit Cellar Entrance	Connect Stair Front Entrance	None Outside Entrance
Basement Type	Cellar English	Full Fully Finished	Improved Other	Partial Partially Finished	Space for Rooms Sub
Dining/Kitchen	2nd Kitchen Breakfast Room Dining "L"	Efficiency Kit Fam Rm Off Kit Galley Kitchen	Kit-Breakfast Bar Kit-Country Kit-Dining Combo	Kit-Family Combo Kit-Island Kit-Living Combo	Kit-Table Space Kitchenette Living-Din Combo
Exterior Construction	Alum/Steel Siding Brick Brick Front	Brick and Siding Cedar Siding Composition	Concrete/Block Frame Metal	Mod/Manufactured Other Precast Concrete	Shake Shingle Stone
Foundation	<input type="checkbox"/> Slab <input type="checkbox"/> Crawlspace	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Handicap	2+ Access Exits 32"+ Wide Doors 36"+ Wide Halls 48"+ Halls	>84" Garage Door Doors-Lever handle Doors-Recede Doors-Swing-in	Elv/Chair Lift Entry Slope<1' Flooring Mod Hearing Mod	Kitchen Mod Level Entry-Main None Other	Other Bath Mod Ramp-Main Level Roll-in Shower Sight Mod
Model Name	New Construction <input type="checkbox"/> Yes <input type="checkbox"/> No			Original Builder Name	
Other Buildings	Barn/Stable Cabana/Pool Hse	Greenhouse Guest House	Office/Studio Shed	Tenant House	
Other Rooms	2 Master BR 2nd Stry Fam Ovrk 2nd Stry Fam Rm Attic-Finished Attic-Unfinished	Den/Stdy/Lib Encl Glass Prch Family Room Florida/Sun Rm Game/Exer Rm	Great Room In-Law/auPair/Ste Laundry-BR Lvl Laundry-Kit Lvl Lndry-Sep Rm	Lndry-Upper Lvl Loft MBR w/Sit Rm Maids Rm/Quart Main Lvl BR	Mud Room Other Photo Lab/Darkroom Professional Office Recreation Room
Property Condition	As-Is Condition Converted Use	Decorator Allow Needs work	Restored Shell	Shows Well To Be Built	<input type="checkbox"/> Under Construction
Roofing	Cedar/Shake Composite	Concrete Copper	Foam Hip	Metal Other	Rubber Shingle/Asbestos
Security	24 hour security Desk in Lobby Doorman	Fixer-Upper Electric Alarm Exterior Cameras	Fire Detect Sys Intercom Main Entrance Lock	Monitored Motion Detectors Non-Monitored	Resident Manager Security Gate Shows Well
					Spkler Sys-indoor Surveillance Sys Window Grills

Style	<input type="checkbox"/> A-Frame	<input type="checkbox"/> Bungalow	<input type="checkbox"/> Federal	<input type="checkbox"/> Provincial	<input type="checkbox"/> Rancher	<input type="checkbox"/> Tudor
	<input type="checkbox"/> Art Deco	<input type="checkbox"/> Cape Cod	<input type="checkbox"/> International	<input type="checkbox"/> Raised Rambler	<input type="checkbox"/> Spanish	<input type="checkbox"/> Victorian
	<input type="checkbox"/> Beaux Arts	<input type="checkbox"/> Chalet	<input type="checkbox"/> Log Home	<input type="checkbox"/> Raised Rancher	<input type="checkbox"/> Split Foyer	
	<input type="checkbox"/> Bilevel	<input type="checkbox"/> Colonial	<input type="checkbox"/> Other	<input type="checkbox"/> Rambler	<input type="checkbox"/> Split Level	
TV/Cable/Com	<input type="checkbox"/> 220 Line <input type="checkbox"/> CATV/Dwelling <input type="checkbox"/> CATV/Lot Line	<input type="checkbox"/> Cable-Prewired <input type="checkbox"/> DSL Available <input type="checkbox"/> ISDN at Dwelling	<input type="checkbox"/> Multiple Phone Lines <input type="checkbox"/> Other <input type="checkbox"/> Phone Jacks-Mod	<input type="checkbox"/> Phone Jacks-Plug <input type="checkbox"/> Satellite Rec/Dish <input type="checkbox"/> Special power	<input type="checkbox"/> TV Antenna <input type="checkbox"/> TV Jacks <input type="checkbox"/> Udgrd Utils	
Type	<input type="checkbox"/> Attach/Row House <input type="checkbox"/> Back-to-back <input type="checkbox"/> Bed & Breakfast <input type="checkbox"/> Detached	<input type="checkbox"/> Double Wide <input type="checkbox"/> Duplex <input type="checkbox"/> Dwelling w/Rental <input type="checkbox"/> Garage/Park Space	<input type="checkbox"/> Hi-Rise 9+ Floor <input type="checkbox"/> House of Worship <input type="checkbox"/> Mid-Rise 5-8 Floor <input type="checkbox"/> Mobile	<input type="checkbox"/> Multi-Family <input type="checkbox"/> Other <input type="checkbox"/> Patio Home <input type="checkbox"/> Penthouse	<input type="checkbox"/> Semi-Detached <input type="checkbox"/> Townhouse <input type="checkbox"/> Vacation Home <input type="checkbox"/> Vacation Rental	
Townhouse Type	<input type="checkbox"/> Detached	<input type="checkbox"/> End	<input type="checkbox"/> Interior	<input type="checkbox"/> Piggyback	<input type="checkbox"/> Quad	
Walls/Ceilings	<input type="checkbox"/> 2 Story Ceilings <input type="checkbox"/> 9+ Ceilings	<input type="checkbox"/> Beamed Ceilings <input type="checkbox"/> Brick	<input type="checkbox"/> Cathedral Ceilings <input type="checkbox"/> Dry Wall	<input type="checkbox"/> Log Walls <input type="checkbox"/> Masonry	<input type="checkbox"/> Other <input type="checkbox"/> Paneled Walls <input type="checkbox"/> Tray Ceilings	<input type="checkbox"/> Vaulted Ceilings <input type="checkbox"/> Vinyl
Windows/Doors	<input type="checkbox"/> Atrium Doors <input type="checkbox"/> Atrium Windows <input type="checkbox"/> Bay/Bow Wind	<input type="checkbox"/> Casement <input type="checkbox"/> Dble Pane Wind <input type="checkbox"/> French Doors	<input type="checkbox"/> Insulated Door(s) <input type="checkbox"/> Other <input type="checkbox"/> Palladian Windows	<input type="checkbox"/> Screens <input type="checkbox"/> Six Panel Doors <input type="checkbox"/> Skylight(s)	<input type="checkbox"/> Sliding Glass Dr <input type="checkbox"/> Storm Door(s) <input type="checkbox"/> Storm Windows	<input type="checkbox"/> Triple Pane Wind <input type="checkbox"/> Wood Frame
Year Built	Year Converted		Year Renovated			

**Building Floor Plan**

# of L2 Bedrooms	# of U1 Bedrooms	# of L1 Full Baths	# of U2 Full Baths	# of Main Half Baths	Total Bedrooms		
# of L1 Bedrooms	# of U2 Bedrooms	# of Main Full Baths	# of L2 Half Baths	# of U1 Half Baths	Total Full Bath		
# of Main Bedrooms	# of L2 Full Baths	# of U1 Full Baths	# of L1 Half Baths	# of U2 Half Baths	Total Half Baths		
Interior Style	<input type="checkbox"/> Efficiency <input type="checkbox"/> Flat	<input type="checkbox"/> Floor plan-Open <input type="checkbox"/> Floor Plan-Traditional	<input type="checkbox"/> Jr-1 Bedroom <input type="checkbox"/> Loft	Main Entrance	Center Hall Foyer Hall	Living Room Lower Level Other	Side Split Foyer Two Story Foyer

**Measurements**

House Dimensions Length	Finished SQ FT Above Grade	Unfinished SQ FT Above Grade	Total Finished SQ FT	R-Factor Ceilings
House Dimensions Width	Finished SQ FT Below Grade	Unfinished SQ FT Below Grade	R-Factor Basement	R-Factor Exterior Walls

**Rooms**

Room Type	Length	Width	Level	L1	Main	U2	Flooring	Carpet	Vinyl	Area Rug	Wood and Carpet	Fireplace	Decorative	Pellet
Room Type	Length	Width	Level	<input type="checkbox"/> L1	<input type="checkbox"/> Main	<input type="checkbox"/> U2	<input type="checkbox"/> Flooring	<input type="checkbox"/> Carpet	<input type="checkbox"/> Vinyl	<input type="checkbox"/> Area Rug	<input type="checkbox"/> Wood and Carpet	<input type="checkbox"/> Fireplace	<input type="checkbox"/> Decorative	<input type="checkbox"/> Pellet
				<input type="checkbox"/> L2	<input type="checkbox"/> Oth	<input type="checkbox"/> U3	<input type="checkbox"/> Marble	<input type="checkbox"/> Wood	<input type="checkbox"/> Ceramic	<input type="checkbox"/> Vinyl and Carpet	<input type="checkbox"/> Gas	<input type="checkbox"/> Wood	<input type="checkbox"/> Wood Stove	
Room Type	Length	Width	Level	<input type="checkbox"/> L1	<input type="checkbox"/> Main	<input type="checkbox"/> U2	<input type="checkbox"/> Flooring	<input type="checkbox"/> Carpet	<input type="checkbox"/> Vinyl	<input type="checkbox"/> Area Rug	<input type="checkbox"/> Wood and Carpet	<input type="checkbox"/> Fireplace	<input type="checkbox"/> Decorative	<input type="checkbox"/> Pellet
				<input type="checkbox"/> L2	<input type="checkbox"/> Oth	<input type="checkbox"/> U3	<input type="checkbox"/> Marble	<input type="checkbox"/> Wood	<input type="checkbox"/> Ceramic	<input type="checkbox"/> Vinyl and Carpet	<input type="checkbox"/> Gas	<input type="checkbox"/> Wood	<input type="checkbox"/> Wood Stove	

**Unit**

Extra Unit Description	1 Bedroom 2 Bedroom	2nd Floor and Up 3 Bedroom	Basement Efficiency	First Floor In-Law Suite	Jr-1 Bedroom One Level	Other Professional Office	Separate Entrance 2 Levels or More	
# of Floors/Unit	Total Units	Level Location	1st Floor Basement	Floors 11-15 Floors 15+	Floors 2-5 Floors 6-10	Other Patio	Penthouse Terrace	Top Floor Townhouse

**Building Utilities**

**Financial Fee**

<b>Cooling Fuel</b> <input type="checkbox"/> Bottled Gas <input type="checkbox"/> Oth <input type="checkbox"/> Electric <input type="checkbox"/> Natural Gas <input type="checkbox"/> None	<b>Cooling System</b> <input type="checkbox"/> Attic Fan <input type="checkbox"/> Ceiling Fan(s) <input type="checkbox"/> Central AC <input type="checkbox"/> Dehumidifier <input type="checkbox"/> Heat Pump <input type="checkbox"/> None	<input type="checkbox"/> Other Wall Unit <input type="checkbox"/> Whole Hse Fan <input type="checkbox"/> Window Unit(s) <input type="checkbox"/> Zoned	<b>Condo/Coop Fee</b> Condo/Coop Payment Freq <input type="checkbox"/> Annually <input type="checkbox"/> Monthly <input type="checkbox"/> None <input type="checkbox"/> Quarterly <input type="checkbox"/> SemiAnnually	<b>Pet Deposit</b> <b>Processing Fee</b> <b>Repair Deduct</b> <b>Security Deposit</b> Special Assessment 1 Term 1 Special Assessment 2 Term 2 Water/Sewer Hookup Fee
<b>Heating Fuel</b> <input type="checkbox"/> Bottled Gas/Prop <input type="checkbox"/> Central <input type="checkbox"/> Coal <input type="checkbox"/> Electric	<input type="checkbox"/> Kerosene <input type="checkbox"/> Natural Gas Avail <input type="checkbox"/> Natural Gas <input type="checkbox"/> None	<input type="checkbox"/> Oil <input type="checkbox"/> Other <input type="checkbox"/> Solar <input type="checkbox"/> Wood	<b>Front Foot Fee</b> <b>Elevator Use Fee</b> <b>HOA Fee</b> HOA Payment Frequency <input type="checkbox"/> Annually <input type="checkbox"/> Monthly <input type="checkbox"/> None <input type="checkbox"/> Quarterly <input type="checkbox"/> SemiAnnually	<b>Investment</b> Annual Rent Income Investor Ratio Rental Year
<b>Heating System</b> <input type="checkbox"/> Baseboard <input type="checkbox"/> Electric Air Filter <input type="checkbox"/> Forced Air <input type="checkbox"/> Heat Pump(s) <input type="checkbox"/> Hot Water <input type="checkbox"/> Humidifier	<input type="checkbox"/> None <input type="checkbox"/> Other <input type="checkbox"/> Radiant <input type="checkbox"/> Radiator <input type="checkbox"/> S/W Changeover <input type="checkbox"/> Solar Act/Pass	<input type="checkbox"/> Space Heater <input type="checkbox"/> Steam <input type="checkbox"/> Wall Unit <input type="checkbox"/> Wood Burn Stove <input type="checkbox"/> Zoned	<b>Move in Fee</b> <b>Other Fees</b> Other Payment Freq <input type="checkbox"/> Annually <input type="checkbox"/> Monthly <input type="checkbox"/> None <input type="checkbox"/> Quarterly <input type="checkbox"/> SemiAnnually	<b>Water</b> <input type="checkbox"/> 60+ Gallon Tank <input type="checkbox"/> Bottled Gas <input type="checkbox"/> Coal <input type="checkbox"/> Electric
<b>Metering</b> <input type="checkbox"/> Electric is Sep <input type="checkbox"/> Fully Separate <input type="checkbox"/> Gas is Separate <input type="checkbox"/> Heat is Common <input type="checkbox"/> Other <input type="checkbox"/> All Common	<b>Sewer/Septic</b> <input type="checkbox"/> Gravity Sept Fld <input type="checkbox"/> Mound System <input type="checkbox"/> None <input type="checkbox"/> Other <input type="checkbox"/> Public H/U Avail <input type="checkbox"/> Public Septic <input type="checkbox"/> Public Sewer <input type="checkbox"/> Sept<#of BRs	<input type="checkbox"/> Sept=#of BRs <input type="checkbox"/> Sept>#of BRs <input type="checkbox"/> Septic Pump <input type="checkbox"/> Shared Septic W/ 50'	<b># Of Window Units</b>	
<b>Water</b> <input type="checkbox"/> Conditioner <input type="checkbox"/> Filter <input type="checkbox"/> None <input type="checkbox"/> Other	<input type="checkbox"/> Public <input type="checkbox"/> Public H/U Avail <input type="checkbox"/> Spring <input type="checkbox"/> Tap Fee	<input type="checkbox"/> W/ 50' <input type="checkbox"/> Well <input type="checkbox"/> Well-Shared		

**Mortgage**

Earnest Money Deposit	First Trust Years Remaining	Current Financing/ Loan	2nd/3rd Trust Adjustable	Coop Rec Agree	Other
Cash to Assume	Second Trust Balance		Assume Qualify	FHA	Pre-foreclosure
Owner/Private Financing	Second Trust Interest Rate		Assume-May Esc	FmHA	Private
Interest Rate (%)	Second Trust Origination Date		Assume Unrestricted	Foreclosure	REO Property
Years	Second trust P and I	New Financing	CDA	Gvt Ins/ Gua Loan	VA
Amortized Years	Second Trust Years Remaining		Clear	HUD Owned	VHDA
Balloon - # of Years	Underlying Mortgage		Conventional	No Escalation	Wrapped Trust
First Trust Balance	Underlying Mortgage Interest Rate		Assume-Qualify	Not Assumable	
First Trust Interest Rate	Underlying Mortgage Origination Date	Project Approved	Assume-Unrestrict	FHA	Poss Rollback Tax
First Trust Origination Date	Underlying Mortgage P and I		Builders Terms	FmHA	Rnt w/ Opt 2 Buy
First Trust P and I	Underlying Mortgage Remaining Years		Buydown/Subsidy	HPAP	Sell Take 2/3Wrp
			CDA	Inc Qual/Credit Chk	Seller Take 1st
			Commercial Wrap	Ind Rev Bonds	Seller pays CC
			Conventional	Joint Ven/Participate	VA
			Cash Abv As Ln	Lease Purchase	VA Subst Elig
			Exchange/Trade	Negotiable	VHDA
				Other	Will Subordinate
				<input type="checkbox"/> Other	
				<input type="checkbox"/> VA	
				<input type="checkbox"/> VHDA	

Listing Contract Info

Additional Compensation		Buyer Agent Compensation		Designated Rep <input type="checkbox"/> Yes <input type="checkbox"/> No		Disclosed Dual Agency		Sub-Agent Comp		Variable Rate Comp			
Contract Info		<input type="checkbox"/> Bid-Contract Req <input type="checkbox"/> Bid-Hold Earn <input type="checkbox"/> Bid-Write Contract <input type="checkbox"/> Call LA-Cont Info <input type="checkbox"/> Comp on all Homes <input type="checkbox"/> Comp-Base Price		<input type="checkbox"/> Comp-Lst Home only <input type="checkbox"/> Comp-Settled Price <input type="checkbox"/> Comp-Vary w/Proj <input type="checkbox"/> Cont Contract OK <input type="checkbox"/> Finders Fee <input type="checkbox"/> Local Assoc Cont		<input type="checkbox"/> No Ext Warranty <input type="checkbox"/> No Home Sale Cont <input type="checkbox"/> None <input type="checkbox"/> Other <input type="checkbox"/> Registration Req <input type="checkbox"/> Relo/Bank Addendum		<input type="checkbox"/> Spec Addendum Req <input type="checkbox"/> Spec Cont Req <input type="checkbox"/> Spec/Inv Home Avail <input type="checkbox"/> Tax Free Exch Lang Req					
Disclosures		<input type="checkbox"/> Agt/Fin Int <input type="checkbox"/> Agt/Related to Own <input type="checkbox"/> Build to Suit <input type="checkbox"/> CPRA Fee <input type="checkbox"/> Con Pend Rls <input type="checkbox"/> Conserv Area <input type="checkbox"/> Contract Purchaser		<input type="checkbox"/> Division potential <input type="checkbox"/> Expt-disclos/disclaim <input type="checkbox"/> Flood Ins.-Req <input type="checkbox"/> Geo Haz Zone <input type="checkbox"/> High Intensity Line <input type="checkbox"/> Historic Property <input type="checkbox"/> Land Prsrvtm Esmnt		<input type="checkbox"/> Land Trust <input type="checkbox"/> Limited Service Brokerage <input type="checkbox"/> MD Dept Nat Res <input type="checkbox"/> Mineral Lease <input type="checkbox"/> Mineral Resource Zone <input type="checkbox"/> Mineral Rights <input type="checkbox"/> None		<input type="checkbox"/> Off-site Req <input type="checkbox"/> Other <input type="checkbox"/> Ownr RE Licensee <input type="checkbox"/> Pipeline <input type="checkbox"/> Proffers <input type="checkbox"/> Prop Disclaimer <input type="checkbox"/> Prop Disclosure		<input type="checkbox"/> Rm Add w/o Prmt <input type="checkbox"/> Sell Entirely <input type="checkbox"/> Subj to Agr Cons Esmnt <input type="checkbox"/> Subj to VA POA <input type="checkbox"/> Surface Lease <input type="checkbox"/> Udgrd Storage Tank <input type="checkbox"/> Under Lease			
Documents		<input type="checkbox"/> Appraisal <input type="checkbox"/> Bndry Line Survey <input type="checkbox"/> Certificate of Occupancy <input type="checkbox"/> Conditions <input type="checkbox"/> Const Drawings <input type="checkbox"/> Covenants		<input type="checkbox"/> Easements <input type="checkbox"/> Environ Test <input type="checkbox"/> HOA-Condo Docs/Broker's Off <input type="checkbox"/> House Plans Avail <input type="checkbox"/> Insp Result Avail <input type="checkbox"/> Lead Base Paint		<input type="checkbox"/> Other <input type="checkbox"/> Plat <input type="checkbox"/> Pub Works Agree <input type="checkbox"/> Rad Test Result <input type="checkbox"/> Restrictions <input type="checkbox"/> Resale Pkg Avail		<input type="checkbox"/> Site Plan <input type="checkbox"/> Soil Ground Rpt <input type="checkbox"/> Survey-House Loc <input type="checkbox"/> Survey-Stake <input type="checkbox"/> Survey-Tree <input type="checkbox"/> Water Agreement					
Photo Options		<input type="checkbox"/> No Photo per Seller <input type="checkbox"/> VIC Ext, Interior, or Virtual <input type="checkbox"/> Lister will Upload All <input type="checkbox"/> VIC Exterior Only		Possession		<input type="checkbox"/> 0-30 Days CD <input type="checkbox"/> 120-180 Days <input type="checkbox"/> 180+ Days <input type="checkbox"/> 31-60 Days CD		<input type="checkbox"/> 61-90 Days CD <input type="checkbox"/> 90-120 Days CD <input type="checkbox"/> Coin w/Sell Sett <input type="checkbox"/> Delay Settlement		<input type="checkbox"/> Immediate <input type="checkbox"/> Negotiable <input type="checkbox"/> Other <input type="checkbox"/> Pre-settlement		<input type="checkbox"/> Seller Rent Back <input type="checkbox"/> Settlement <input type="checkbox"/> Subj-Home Choice <input type="checkbox"/> Subj-exist Lease	
Special Permits		<input type="checkbox"/> Army Corp-Eng <input type="checkbox"/> Const Non-perm Dck <input type="checkbox"/> Const Non-perm Shltr <input type="checkbox"/> Const str/wlk		<input type="checkbox"/> Crit Area-Comm <input type="checkbox"/> Est a comm fac/use <input type="checkbox"/> Exp a comm fac/use <input type="checkbox"/> Grade/Dredge/Fill		<input type="checkbox"/> Inst Light/Elec Fix <input type="checkbox"/> Landscaping <input type="checkbox"/> Res Use Permit <input type="checkbox"/> Valid Drnflid Permit		<input type="checkbox"/> Non-perm pav, shltr, dck <input type="checkbox"/> Non-perm storage bldg		Historic Designation ID			
Showing Instructions		<input type="checkbox"/> 24 Hour Notice <input type="checkbox"/> Appt Contact <input type="checkbox"/> Appt Only-Lister <input type="checkbox"/> Appt Only-Owner/Contact <input type="checkbox"/> Call 1st-Alarm Code <input type="checkbox"/> Call 1st-Contact		<input type="checkbox"/> Call 1st-Lister <input type="checkbox"/> Call 1st-Owner <input type="checkbox"/> Call 1st-Pet <input type="checkbox"/> Call Office <input type="checkbox"/> Confidential <input type="checkbox"/> Gate/Entr Ctrl		<input type="checkbox"/> Key at Desk <input type="checkbox"/> Key-Broker Off <input type="checkbox"/> LA Must Accom <input type="checkbox"/> Lockbox-Comb <input type="checkbox"/> Lockbox-Front Dr <input type="checkbox"/> Lockbox-Other		<input type="checkbox"/> Manager/Recep Desk <input type="checkbox"/> No Boundary Mark <input type="checkbox"/> No Phone <input type="checkbox"/> No Sign on Property <input type="checkbox"/> On-Site Sales <input type="checkbox"/> Other		<input type="checkbox"/> Own Deaf-Call 1st <input type="checkbox"/> Pln Avail/No Mdl <input type="checkbox"/> Restr Times <input type="checkbox"/> See Models <input type="checkbox"/> Show Anytime <input type="checkbox"/> Vacant			
Show Days		<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday		Show Times		<input type="checkbox"/> Open <input type="checkbox"/> Closed							
Lease/Clauses		<input type="checkbox"/> Carpet Cleaning <input type="checkbox"/> Deflea/Detick Clause <input type="checkbox"/> Dip/Military Only Transfer Clause <input type="checkbox"/> Drape Cleaning <input type="checkbox"/> Exempt Rent Control		<input type="checkbox"/> LB Application <input type="checkbox"/> LB Lease <input type="checkbox"/> None <input type="checkbox"/> Other <input type="checkbox"/> Owner Transfer		<input type="checkbox"/> Pet Damage <input type="checkbox"/> Pets-Allowed <input type="checkbox"/> Pets-Not Allowed <input type="checkbox"/> Pets/Owner <input type="checkbox"/> RE Tax Escalation Clause		<input type="checkbox"/> Special Covenants <input type="checkbox"/> Tenant Transfer Clause					
Pets Allowed		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Case by Case		Rent Includes		<input type="checkbox"/> Additional Storage Space <input type="checkbox"/> Air Conditioning <input type="checkbox"/> Cable TV <input type="checkbox"/> Comm Center <input type="checkbox"/> Electricity <input type="checkbox"/> Furnished <input type="checkbox"/> Gas <input type="checkbox"/> Grounds Maint <input type="checkbox"/> HOA/Condo Fee		<input type="checkbox"/> HVAC Maint <input type="checkbox"/> Heat <input type="checkbox"/> Lawn Service <input type="checkbox"/> Linens/Utensils <input type="checkbox"/> Maid Service <input type="checkbox"/> None <input type="checkbox"/> Oil <input type="checkbox"/> Other <input type="checkbox"/> Parking		<input type="checkbox"/> Partly Furnish <input type="checkbox"/> Party Room <input type="checkbox"/> Pool Maintenance <input type="checkbox"/> Rec Facility <input type="checkbox"/> Secretarial/... <input type="checkbox"/> Answering Services <input type="checkbox"/> Trash Removal <input type="checkbox"/> Water and Sewer			
Rental Special		<input type="checkbox"/> Addl Comp LT <input type="checkbox"/> Addl Comp-Sale <input type="checkbox"/> Certified Funds Required <input type="checkbox"/> Comp Pro-Rated		<input type="checkbox"/> Comp/Annl Lease <input type="checkbox"/> Comp/Gross Lse <input type="checkbox"/> Escalation Clause <input type="checkbox"/> Non-Mgt Rental		<input type="checkbox"/> Non-Ref Dep Req <input type="checkbox"/> None <input type="checkbox"/> Other <input type="checkbox"/> Owner Resv Strg Sp		<input type="checkbox"/> Prop Mgt Rental <input type="checkbox"/> Rental Fac License <input type="checkbox"/> Rent-w/Opt to Buy <input type="checkbox"/> Short term considered		<input type="checkbox"/> Subsdz Housing <input type="checkbox"/> Unfurnished			
Tenant Responsible		<input type="checkbox"/> All Utilities <input type="checkbox"/> Fpl/Flue Clean <input type="checkbox"/> Frz Wtr Pipe Dmg <input type="checkbox"/> Gutter Cleaning		<input type="checkbox"/> HOA Fee Increase... and C/C Fee Increase <input type="checkbox"/> HOA/Condo/Coop Fee <input type="checkbox"/> HVAC Maint		<input type="checkbox"/> Minor Int Maint <input type="checkbox"/> None <input type="checkbox"/> Some App/Equip. <input type="checkbox"/> Some Utilities		<input type="checkbox"/> Tennis/Pool Dues <input type="checkbox"/> Trash Removal Chrg <input type="checkbox"/> Window/Screens					
Tenant Rights		<input type="checkbox"/> Farmer Tenant Rights <input type="checkbox"/> None		<input type="checkbox"/> Other <input type="checkbox"/> Owner Occupied		<input type="checkbox"/> Tenant-Notified <input type="checkbox"/> Tenant-Orig Exp		<input type="checkbox"/> Vacant					
Federal Flood Insurance		<input type="checkbox"/> Yes <input type="checkbox"/> No											

Open House

Open House Date(mm/dd)	Open House Start Time	Open House Remarks
Access Type <input type="checkbox"/> Agent <input type="checkbox"/> Key at Front Desk <input type="checkbox"/> Lockbox <input type="checkbox"/> Owner <input type="checkbox"/>		Access Type Information
Open House Type <input type="checkbox"/> Public Open <input type="checkbox"/> Broker Open	Open House Agent ID	

Remarks

General/Agent	
Internet/Public	
Farm	

Lot Description

Exterior Features	Balcony <input type="checkbox"/> Deck <input type="checkbox"/> Fenced - Fully <input type="checkbox"/> Fenced - Partially <input type="checkbox"/> Fenced - Rear	Hot Tub <input type="checkbox"/> Other <input type="checkbox"/> Patio <input type="checkbox"/> Pool (Above Ground) <input type="checkbox"/> Pool (In-Ground)	Porch-front <input type="checkbox"/> Porch-rear <input type="checkbox"/> Porch-screened <input type="checkbox"/> Porch-wraparound <input type="checkbox"/> Private Road	Roof Deck <input type="checkbox"/> Secure Storage <input type="checkbox"/> Side Porch <input type="checkbox"/> Sidewalks <input type="checkbox"/> Sport Court	Tennis Court(s) <input type="checkbox"/> Terrace <input type="checkbox"/> Udrgrd Lawn Sprinkler
Lot Description	Additional Lot(s) <input type="checkbox"/> Adjac to Golf Crs <input type="checkbox"/> Backs to Trees <input type="checkbox"/> Backs-Open Comm <input type="checkbox"/> Bcks-PrkInd <input type="checkbox"/> Bulkheaded	Cleared <input type="checkbox"/> Corner Lot <input type="checkbox"/> Cul-de-sac <input type="checkbox"/> Farmette <input type="checkbox"/> Flag Lot <input type="checkbox"/> Flood Plain	Irregular Lot <input type="checkbox"/> Landlocked <input type="checkbox"/> Landscaping <input type="checkbox"/> Lot Premium <input type="checkbox"/> Marshy <input type="checkbox"/> Non-Tidal Wetland	Other <input type="checkbox"/> PUD <input type="checkbox"/> Pipe Stem Lot <input type="checkbox"/> Pond <input type="checkbox"/> Rip-Rapped <input type="checkbox"/> Stream/creek	Tidal Wetland <input type="checkbox"/> Unrestricted <input type="checkbox"/> Vegetation Planting <input type="checkbox"/> Water Access <input type="checkbox"/> Water Front <input type="checkbox"/> Water View
Master Plan Zoning		Clay <input type="checkbox"/> LLC <input type="checkbox"/> Limestone/Shale <input type="checkbox"/> Loam <input type="checkbox"/> MG <input type="checkbox"/> NUL	Rocky <input type="checkbox"/> Sandy <input type="checkbox"/> Soil Study Avail <input type="checkbox"/> UBC <input type="checkbox"/> UBW <input type="checkbox"/> UCS	UD <input type="checkbox"/> UGR <input type="checkbox"/> UMG <input type="checkbox"/> UNR <input type="checkbox"/> USC	View/Exposure <input type="checkbox"/> City <input type="checkbox"/> East <input type="checkbox"/> Lawn/Garden <input type="checkbox"/> Golf Course <input type="checkbox"/> Limited <input type="checkbox"/> Mountain View <input type="checkbox"/> North <input type="checkbox"/> Other
Present Use	Agriculture <input type="checkbox"/> Industrial <input type="checkbox"/> Mixed <input type="checkbox"/> Office <input type="checkbox"/> Other	Recreation <input type="checkbox"/> Residential <input type="checkbox"/> Retail/Wholesale <input type="checkbox"/> Sand/Gravel <input type="checkbox"/> Warehouse			Pastoral View <input type="checkbox"/> River <input type="checkbox"/> Scenic Vista <input type="checkbox"/> South <input type="checkbox"/> Street <input type="checkbox"/> Trees <input type="checkbox"/> Water View <input type="checkbox"/> West
Lot Dimensions - Depth	Lot Dimensions - Length	Lot Dimensions - Width	Lot Acreage	Lot Size SQFT	
Fenced Acres	Wooded Acres	Zoning Code	# of Building Sites/ Lot		

Parking

Parking Included in List Price	Parking Block/Square	Parking Space #	Parking Lot (Legal Description)
Parking	Assigned <input type="checkbox"/> Attendant <input type="checkbox"/> Carport <input type="checkbox"/> Covered Parking	DW - Circular <input type="checkbox"/> Drvwy/Off Str <input type="checkbox"/> Free <input type="checkbox"/> Garage	Gen Comm Elem <input type="checkbox"/> Handicap Parking <input type="checkbox"/> Lmt Comm Elem <input type="checkbox"/> Off Site Parking
			On-site Prk/Rent <input type="checkbox"/> On-site Prk/Sale <input type="checkbox"/> Other <input type="checkbox"/> Parking Fee
Type of Garage/Carport	<input type="checkbox"/> Attached <input type="checkbox"/> Detached <input type="checkbox"/> Underground	Number of Garage/Carport Spaces	
Permit Required	Prk Space Cnvys	Shared Driveway	Street

Participants Agents Owners

Listing Agent ID	Owner 1	First Name	Last Name	Home Phone	Work Phone
Alt Listing Agent ID	Owner 2	First Name	Last Name	Home Phone	Work Phone

Property Mgmt

Property Mgr's Company Name	Mgmt Co. Phone Number	Mgmt Co. Alternate Phone
Mgmt Co. Fax Number	Property Mgr's First Name	Property Mgr's Last Name

**Showing Contacts**

Showing Contact 1	First Name	Last Name	Home Phone	Office Phone	Lease Exp Date	Monthly Rent
Showing Contact 2	First Name	Last Name	Home Phone	Office Phone	Lease Exp Date	Monthly Rent

**Property Address**

Street Number	Street # Suffix	Unit Number	Postal City
Street Name		State	
Street Type	Street Direction	Zip Code (5)	Zip 4

**Community**

Advertised Subdivision	Elementary School	Middle School	High School		
Roads	<input type="checkbox"/> Access-above grade <input type="checkbox"/> Access-below grade <input type="checkbox"/> Access-on grade <input type="checkbox"/> Alley	<input type="checkbox"/> Black Top <input type="checkbox"/> City / County <input type="checkbox"/> Concrete <input type="checkbox"/> Dirt	<input type="checkbox"/> Easement / Right of Way <input type="checkbox"/> Gravel <input type="checkbox"/> No Road <input type="checkbox"/> Private Road	<input type="checkbox"/> Railroad-Mainline <input type="checkbox"/> Railroad-Potential <input type="checkbox"/> Railroad-Siding <input type="checkbox"/> Railroad-Spur	<input type="checkbox"/> Road Maint Agreement State <input type="checkbox"/> Tar and Chip <input type="checkbox"/> Unimproved Rd. <input type="checkbox"/> US Highway / Interstate
Transportation	<input type="checkbox"/> 1 mi-Comm Rail <input type="checkbox"/> 1 mi-Metro Bus	<input type="checkbox"/> 1 mi-subway <input type="checkbox"/> Comm Charter Svc	<input type="checkbox"/> Other <input type="checkbox"/> Public Bus Svc	<input type="checkbox"/> Rsh Hr Comm Svc	Vacation <input type="checkbox"/> Yes <input type="checkbox"/> No HOA <input type="checkbox"/> Yes <input type="checkbox"/> No
HOA/Condo/Coop Community Amen.	<input type="checkbox"/> Answering Service <input type="checkbox"/> Basketball Courts <input type="checkbox"/> Beach <input type="checkbox"/> Beauty Salon <input type="checkbox"/> Bike Trail <input type="checkbox"/> Boat Slip <input type="checkbox"/> Bowling Alley <input type="checkbox"/> Comm Laundry Rm <input type="checkbox"/> Common Grounds	<input type="checkbox"/> Community Center <input type="checkbox"/> Concierge <input type="checkbox"/> Convenience Store <input type="checkbox"/> Elevator <input type="checkbox"/> Exercise Room <input type="checkbox"/> Extra Storage <input type="checkbox"/> Fencing <input type="checkbox"/> Gated Community <input type="checkbox"/> Golf Club	<input type="checkbox"/> Horse Trails <input type="checkbox"/> Jog/Walk Path <input type="checkbox"/> Marina Club <input type="checkbox"/> Mooring Area <input type="checkbox"/> Non Lake Recreation <input type="checkbox"/> None <input type="checkbox"/> Other <input type="checkbox"/> Party Room <input type="checkbox"/> Pier/Dock	<input type="checkbox"/> Pool Membership Avail <input type="checkbox"/> Pool-Indoor <input type="checkbox"/> Pool-Outdoor <input type="checkbox"/> Putting Green <input type="checkbox"/> Racquet Ball <input type="checkbox"/> Rec Center <input type="checkbox"/> Retirement Community <input type="checkbox"/> Sauna <input type="checkbox"/> Security	<input type="checkbox"/> Spa <input type="checkbox"/> Tennis Courts <input type="checkbox"/> Tennis-Indoor <input type="checkbox"/> Tot Lot(s)/Playground <input type="checkbox"/> Water/Lake Privilege
HOA/Condo/Coop Fee Includes	<input type="checkbox"/> A/C Units <input type="checkbox"/> Air Conditioning <input type="checkbox"/> CAM <input type="checkbox"/> Cable TV <input type="checkbox"/> Community Center <input type="checkbox"/> Custodial Service and Maintenance	<input type="checkbox"/> Electricity <input type="checkbox"/> Ext Building Maint <input type="checkbox"/> Gas <input type="checkbox"/> Golf Course <input type="checkbox"/> Heat <input type="checkbox"/> Management	<input type="checkbox"/> Master Ins. Policy <input type="checkbox"/> None <input type="checkbox"/> Other <input type="checkbox"/> Parking Fee <input type="checkbox"/> Pier/Dock Maint. <input type="checkbox"/> Pool(s)	<input type="checkbox"/> Rec. Facility <input type="checkbox"/> Reserve Funds <input type="checkbox"/> Road Maint. <input type="checkbox"/> Security <input type="checkbox"/> Sewer <input type="checkbox"/> Snow Removal	<input type="checkbox"/> Taxes <input type="checkbox"/> Tennis Courts <input type="checkbox"/> Tot Lot(s)/Playground <input type="checkbox"/> Trash Removal <input type="checkbox"/> Underlying Mortgage <input type="checkbox"/> Water
HOA/Condo/Coop Management	<input type="checkbox"/> Builder/Devel <input type="checkbox"/> Other <input type="checkbox"/> Owner/Self-Management <input type="checkbox"/> Professional-Off Site <input type="checkbox"/> Professional-On Site <input type="checkbox"/> Prop Lessee Assoc	<input type="checkbox"/> HOA/Condo/Coop Rules	<input type="checkbox"/> Adult Living Comm <input type="checkbox"/> Alter/Arch Changes <input type="checkbox"/> Antenna <input type="checkbox"/> App Fee Required <input type="checkbox"/> Buildings Restrictions <input type="checkbox"/> Credit/Board Appr <input type="checkbox"/> Elevator Uses <input type="checkbox"/> Feasibility Study	<input type="checkbox"/> Fencing <input type="checkbox"/> Moving Fees Required <input type="checkbox"/> Move-In Times <input type="checkbox"/> None <input type="checkbox"/> Other <input type="checkbox"/> Parking <input type="checkbox"/> Pets-Allowed <input type="checkbox"/> Pets-Area	<input type="checkbox"/> Pets-Cats Only <input type="checkbox"/> Pets-Not Allowed <input type="checkbox"/> Pets-Size restrict <input type="checkbox"/> Pets-with App/Dep. <input type="checkbox"/> Rec Equip <input type="checkbox"/> Renting <input type="checkbox"/> Selling <input type="checkbox"/> Sep Land Leased
Condo/Coop Project Name	Community Name	Public Road <input type="checkbox"/> Yes <input type="checkbox"/> No			

**Farm**

Farm <input type="checkbox"/> Yes <input type="checkbox"/> No	# Of Silos	# of Tenant Dwellings					
Best Use	<input type="checkbox"/> Dairy <input type="checkbox"/> Feeder Operation <input type="checkbox"/> General Agricultural	<input type="checkbox"/> Grain <input type="checkbox"/> Hay <input type="checkbox"/> Horse <input type="checkbox"/> Mixed Use <input type="checkbox"/> Mobile Home Prk <input type="checkbox"/> Orchard	<input type="checkbox"/> Other <input type="checkbox"/> Row Crop <input type="checkbox"/> Subdivided 2 Acres or smaller lots	<input type="checkbox"/> Subdivided 2-1-Acre lots Truck <input type="checkbox"/> Subdivided minimum 10 Acres			
Farm Buildings	<input type="checkbox"/> Bank Barn <input type="checkbox"/> Barn <input type="checkbox"/> Cattle/Dairy <input type="checkbox"/> Corn Barn <input type="checkbox"/> Greenhouse <input type="checkbox"/> Horse Stable	<input type="checkbox"/> Indoor Arena <input type="checkbox"/> Loafing Shed <input type="checkbox"/> Machine Shed <input type="checkbox"/> None <input type="checkbox"/> Other	<input type="checkbox"/> Poultry House <input type="checkbox"/> Run-In Shed <input type="checkbox"/> Shed Shop <input type="checkbox"/> Storage Shed <input type="checkbox"/> Tobacco Barn	<input type="checkbox"/> Beef <input type="checkbox"/> Dairy <input type="checkbox"/> Feeder Operation <input type="checkbox"/> General <input type="checkbox"/> Grain <input type="checkbox"/> Hay	<input type="checkbox"/> Hog <input type="checkbox"/> Horse <input type="checkbox"/> Orchard <input type="checkbox"/> Other <input type="checkbox"/> Poultry <input type="checkbox"/> Row Crop	<input type="checkbox"/> Truck <input type="checkbox"/> Vineyard	Main Barn Size Pasture Acres
Potential Livestock	<input type="checkbox"/> Cattle <input type="checkbox"/> Goats <input type="checkbox"/> Horses <input type="checkbox"/> None	<input type="checkbox"/> Other Pigs <input type="checkbox"/> Poultry <input type="checkbox"/> Sheep	<input type="checkbox"/> Present Livestock	<input type="checkbox"/> Other Pigs <input type="checkbox"/> Poultry <input type="checkbox"/> Sheep	Type of Stables	<input type="checkbox"/> Belmont <input type="checkbox"/> Center Aisle <input type="checkbox"/> Other <input type="checkbox"/> Shed Row	

**Location**

<b>County</b>			<b>Area</b>	<b>Election District</b>	<b>Incorporated City/Town</b>		
<b>Legal Unit Number</b>	<b>Old Map Book Coordinates</b>		<b>TBM Map Book Coordinates</b>		<b>Section</b>	<b>Lot</b>	<b>Block/Square</b>
<b>Phase</b>	<b>Parcel Number</b>		<b>Folio Number</b>		<b>Liber Number</b>		
<b>Location Type</b>	<input type="checkbox"/> Bay <input type="checkbox"/> Canal/Lagoon <input type="checkbox"/> Creek <input type="checkbox"/> Lake/Pond <input type="checkbox"/> None <input type="checkbox"/> Ocean <input type="checkbox"/> Other <input type="checkbox"/> River <input type="checkbox"/> Slope Side						
<b>Directions</b>							

**Tax Info**

<b>Tax ID Number</b>	<b>Improvement Amount</b>	<b>Land Assessment Amount</b>	<b>Year Assessed</b>
<b>City/Town Tax</b>	<b>County Tax</b>	<b>Tap</b>	
<b>Special Tax Assessment</b>	<b>Refuse</b>	<b>Total Taxes</b>	
<b>Tax Year</b>	<b>Agricultural Tax Due</b> <input type="checkbox"/> Yes    No	<b>Agricultural District</b>	

**Water**

<b>Water Oriented</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b># of Boats - Non- Power</b>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3-5 <input type="checkbox"/> 6+	<b># of Boats - Power</b>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3-5 <input type="checkbox"/> 6+
<b># of Docks</b>	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4				
<b>Dock Type</b>	<input type="checkbox"/> Against Bulkhead Only	<input type="checkbox"/> Other Pier	<input type="checkbox"/> Ramp Single Ship	<input type="checkbox"/> Swim Only Type A	
<b>Blocks to Ocean</b>	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 6-10 <input type="checkbox"/> 11-15 <input type="checkbox"/> 16+	<b>Exposure</b>	<input type="checkbox"/> Mean Low Water	<input type="checkbox"/> 0+ <input type="checkbox"/> 1+ <input type="checkbox"/> 2+ <input type="checkbox"/> 3+ <input type="checkbox"/> 4+ <input type="checkbox"/> 6+ <input type="checkbox"/> 8+	
<b>Name of Body of Water</b>	<input type="checkbox"/> Navigable Water	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Physical Dock/Slip Conveys</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Water Access</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Water Front</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Water Frontage</b>			<b>Water View</b> <input type="checkbox"/> Yes <input type="checkbox"/> No