

# Lake County Association of REALTORS®

ON MAGNIFICENT CLEAR LAKE

SINCE 1947



To all Reciprocal participants:  
Please complete this form.

Office Name: \_\_\_\_\_

Office Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Office Fax: \_\_\_\_\_

Designated Broker: \_\_\_\_\_ Broker DRE License #: \_\_\_\_\_

Listing Agent: \_\_\_\_\_ Listing Agent DRE License #: \_\_\_\_\_

Agent Cell #: \_\_\_\_\_ Agent Email: \_\_\_\_\_

Please select the appropriate listing input form for your listing:

- Residential     Residential Lease     Residential Income     Mobile Home  
 Land     Commercial     Commercial Lease     Business Opportunity

**Mandatory Lockbox:** If a lockbox is present on a Residential or Residential Income property, it must be a Lake County Sentrilock lockbox. More than one lockbox may be used on a property as long as one of them meets this criteria.

**Listing Input Fee:** \$75.00 payment must be made before listing will be entered in MLS

**Lockbox Rental Fee:** \$100.00 (\$25 fee + \$75 deposit refunded when lockbox is returned)

**Open House Fee:** \$10 - First Open House listing FREE

Select payment choice:  Check     MasterCard     Visa

Card Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_    Expiration Date: \_\_\_\_\_ / \_\_\_\_\_

3 Digit V-Code: \_\_\_\_\_ (found on the back of card)    Amount Charged: \$ \_\_\_\_\_

Thank you for participating in the C.A.R. Master Reciprocal Agreement. By participating in the program, both Listing Broker and Agent agree to abide by the LCAOR MLS Rules. Status changes need to be reported to the MLS in the required timeframes.

Our MLS Rules require that all listings have at least one photograph. Residential, Multi-Family, Mobile Homes and Commercial listings must have a photograph of the exterior of the structure. Land listings must have a photo of the land or an aerial photo with an outline of the lot. You are responsible for supplying a photograph of your listing.

**Return completed form to our office attention: Teresa Hoffman-Singh**

Email: [teresah@lcaor.com](mailto:teresah@lcaor.com), Fax: (707) 263-9310

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Listing Agent

# Land

# CRMLS Matrix Listing Input Form

Required fields are denoted with a red asterisk (\*). Conditional Required fields are denoted with a double red asterisk (\*\*)

## 1. Basic

### Listing Information:

\*List Price: \$ \_\_\_\_\_ List Price Low: \$ \_\_\_\_\_ \*APN: \_\_\_\_\_

### County/City/Area/Tract:

\*County: \_\_\_\_\_ \*City: \_\_\_\_\_

\*\*Area: \_\_\_\_\_ \*\*Builder's Tract Code: \_\_\_\_\_

### Address Information:

\*Street Number: \_\_\_\_\_ Street # Extension: \_\_\_\_\_ Street Direction:  North  East  South  West

\*Street Name: \_\_\_\_\_

### Street Suffix:

- |                                    |                                 |                                   |                                      |                                     |                               |                                      |                                |                                 |                                  |                                   |
|------------------------------------|---------------------------------|-----------------------------------|--------------------------------------|-------------------------------------|-------------------------------|--------------------------------------|--------------------------------|---------------------------------|----------------------------------|-----------------------------------|
| <input type="checkbox"/> Avenue    | <input type="checkbox"/> Road   | <input type="checkbox"/> Causeway | <input type="checkbox"/> Cut/ Cutoff | <input type="checkbox"/> Highway    | <input type="checkbox"/> Lane | <input type="checkbox"/> Parkway     | <input type="checkbox"/> Pike  | <input type="checkbox"/> Rise   | <input type="checkbox"/> Terrace | <input type="checkbox"/> Turnpike |
| <input type="checkbox"/> Boulevard | <input type="checkbox"/> Street | <input type="checkbox"/> Circle   | <input type="checkbox"/> Expressway  | <input type="checkbox"/> Interstate | <input type="checkbox"/> Loop | <input type="checkbox"/> Pass/Bypass | <input type="checkbox"/> Place | <input type="checkbox"/> Run    | <input type="checkbox"/> Trace   | <input type="checkbox"/> Walk     |
| <input type="checkbox"/> Drive     | <input type="checkbox"/> Alley  | <input type="checkbox"/> Court    | <input type="checkbox"/> Freeway     | <input type="checkbox"/> Island     | <input type="checkbox"/> Mall | <input type="checkbox"/> Pathway     | <input type="checkbox"/> Plaza | <input type="checkbox"/> Square | <input type="checkbox"/> Trail   | <input type="checkbox"/> Way      |

### Street Suffix Extension:

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Zip Code 4 Digits: \_\_\_\_\_ TG/Map Book Number: \_\_\_\_\_

Country: \_\_\_\_\_ \*Cross Streets: \_\_\_\_\_

### Driving Directions:

\_\_\_\_\_

### Basic Information:

#### Lot Size:

\_\_\_\_\_

#### Lot Size Source:

- |   |   |
|---|---|
| <input type="checkbox"/> Appraiser              | <input type="checkbox"/> Public Records |
| <input type="checkbox"/> Assessor's Data        | <input type="checkbox"/> Seller         |
| <input type="checkbox"/> Builder's Data         | <input type="checkbox"/> Survey         |
| <input type="checkbox"/> Developer              | <input type="checkbox"/> Taped          |
| <input type="checkbox"/> Estimated              | <input type="checkbox"/> Not Taped      |
| <input type="checkbox"/> GIS Calculated         | <input type="checkbox"/> See Remarks    |
| <input type="checkbox"/> Landlord/Lessor/ Owner |   |

#### Gross Equity:

\_\_\_\_\_

#### \*\*Sale Type:

- |   |
|---|
| <input type="checkbox"/> HUD Owned                    |
| <input type="checkbox"/> Standard                     |
| <input type="checkbox"/> In Foreclosure               |
| <input type="checkbox"/> Notice of Default            |
| <input type="checkbox"/> Real Estate Owned            |
| <input type="checkbox"/> Short Pay/ Subject to Lender |
| <input type="checkbox"/> Probate Listing              |
| <input type="checkbox"/> Auction                      |

#### Lot Size Type:

- |                                |
|--------------------------------|
| <input type="checkbox"/> Acres |
| <input type="checkbox"/> Sqft  |

#### Present Loans:

\_\_\_\_\_

#### Senior Community:

- |                              |                             |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

#### \*Association:

- |                              |                             |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

#### Have:

\_\_\_\_\_

## 2. Description

**Property Description:** The Property description may only contain a description of the property, its features, its location or community, specific terms to or exclusions from a sale (or lease), or legally required statements. All text must be entered in the English language ONLY.

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**Virtual Tour Web site Address:** The Virtual Tour Field shall contain ONLY a live link to a Virtual Tour of the property. The Virtual Tour may not include such things as: agent/broker photos, agent/broker names, phone numbers, web site addresses, email addresses or advertising other than about the property. No messages or solicitations of any kind. Enter the URL in the format <http://www.virtualtrousitesite.com/etc>.

List Price Excludes: \_\_\_\_\_

List Price Includes: \_\_\_\_\_

# Land

# CRMLS Matrix Listing Input Form

Required fields are denoted with a red asterisk (\*). Conditional Required fields are denoted with a double red asterisk (\*\*)

## 3. Features/Land (Continued On Page 3)

### Features:

- |  |   |   |  |   |
|--|---|---|--|---|
| <b>Utilities:</b>  | <b>*Lot/Community:</b>                          | <input type="checkbox"/> Resident Manager             | <input type="checkbox"/> Beach Access            | <input type="checkbox"/> Waterfront           |
| <input type="checkbox"/> Cable TV                        | <input type="checkbox"/> Corner Lot             | <input type="checkbox"/> Horse Property               | <input type="checkbox"/> Beach Front             | <input type="checkbox"/> On Navigable Water   |
| <input type="checkbox"/> Cesspool                        | <input type="checkbox"/> Cul-De-Sac             | <input type="checkbox"/> Horse Property Improved      | <input type="checkbox"/> BLM/National Forest     | <input type="checkbox"/> Lot 6500-9999        |
| <input type="checkbox"/> Electricity - Available         | <input type="checkbox"/> Secluded               | <input type="checkbox"/> Horse Property Unimproved    | <input type="checkbox"/> Bluff Front             | <input type="checkbox"/> Lot 10000-19999 Sqft |
| <input type="checkbox"/> Electricity - In Street         | <input type="checkbox"/> Rural                  | <input type="checkbox"/> Horse Trails                 | <input type="checkbox"/> Canal                   | <input type="checkbox"/> Lot 20000-39999 Sqft |
| <input type="checkbox"/> Electricity - None              | <input type="checkbox"/> Suburban               | <input type="checkbox"/> Riding/Stables               | <input type="checkbox"/> Close to Clubhouse      | <input type="checkbox"/> Lot Over 40000 Sqft  |
| <input type="checkbox"/> Electricity - Not Available     | <input type="checkbox"/> Urban                  | <input type="checkbox"/> Ranch                        | <input type="checkbox"/> Creek/Stream on Lot     | <input type="checkbox"/> 0-1 Unit/Acre        |
| <input type="checkbox"/> Electricity - On Bond           | <input type="checkbox"/> Sidewalks              | <input type="checkbox"/> Agricultural                 | <input type="checkbox"/> Desert Back             | <input type="checkbox"/> 2-5 Units/Acre       |
| <input type="checkbox"/> Electricity - On Property       | <input type="checkbox"/> Street Lighting        | <input type="checkbox"/> Agricultural - Dairy         | <input type="checkbox"/> Desert Front            | <input type="checkbox"/> 6-10 Units/Acre      |
| <input type="checkbox"/> Electricity - Unknown           | <input type="checkbox"/> Curbs                  | <input type="checkbox"/> Agricultural - Other         | <input type="checkbox"/> Fishing                 | <input type="checkbox"/> 11-15 Units/Acre     |
| <input type="checkbox"/> Propane                         | <input type="checkbox"/> Gutters                | <input type="checkbox"/> Agricultural - Row/Crop      | <input type="checkbox"/> Foothills               | <input type="checkbox"/> 21-25 Units/Acre     |
| <input type="checkbox"/> Septic Tank                     | <input type="checkbox"/> Storm Drains           | <input type="checkbox"/> Agricultural - Tree/Orchard  | <input type="checkbox"/> On Golf Course          | <input type="checkbox"/> 26-30 Units/Acre     |
| <input type="checkbox"/> Aerobic Septic                  | <input type="checkbox"/> Sewer                  | <input type="checkbox"/> Agricultural - Vine/Vineyard | <input type="checkbox"/> Greenbelt               | <input type="checkbox"/> 31-35 Units/Acre     |
| <input type="checkbox"/> Applied Septic Sewer for Permit | <input type="checkbox"/> Well                   | <input type="checkbox"/> Zero Lot Line                | <input type="checkbox"/> Hunting                 | <input type="checkbox"/> 36-40 Units/Acre     |
| <input type="checkbox"/> Sewer Connected& Paid           | <input type="checkbox"/> Utilities - Overhead   | <input type="checkbox"/> Patio Home                   | <input type="checkbox"/> Lagoon Front            | <input type="checkbox"/> Over 40 Units/Acre   |
| <input type="checkbox"/> Sewer Connected on Bond         | <input type="checkbox"/> Misting System         | <input type="checkbox"/> Planned Unit Development     | <input type="checkbox"/> Lake on Lot             |   |
| <input type="checkbox"/> Sewer in Street                 | <input type="checkbox"/> Includes Dock          | <input type="checkbox"/> Military Land                | <input type="checkbox"/> Lake Rights             |   |
| <input type="checkbox"/> Sewer In Street on Bond         | <input type="checkbox"/> Lot-Level/Flat         | <input type="checkbox"/> Preserve/Public Land         | <input type="checkbox"/> On Lake Front           |   |
| <input type="checkbox"/> Sewer In Street Paid            | <input type="checkbox"/> Gentle Slope           | <input type="checkbox"/> Tear Down                    | <input type="checkbox"/> Mountainous             |   |
| <input type="checkbox"/> Public Sewer Hookup Available   | <input type="checkbox"/> Rolling Slope          | <input type="checkbox"/> Value In Land                | <input type="checkbox"/> Marina                  |   |
| <input type="checkbox"/> Telephone - In Street           | <input type="checkbox"/> Steep Slope            | <input type="checkbox"/> Percolate                    | <input type="checkbox"/> Ocean Access            |   |
| <input type="checkbox"/> Telephone - None                | <input type="checkbox"/> Up Slope from Street   | <input type="checkbox"/> Near Public Transit          | <input type="checkbox"/> Ocean Front             |   |
| <input type="checkbox"/> Telephone - On Property         | <input type="checkbox"/> Down Slope from Street | <input type="checkbox"/> Access Road Maintained       | <input type="checkbox"/> Ocean Side of Freeway   |   |
| <input type="checkbox"/> Telephone - Other               | <input type="checkbox"/> Level with Street      | <input type="checkbox"/> Access Road Not Maintained   | <input type="checkbox"/> Ocean Side of Highway 1 |   |
| <input type="checkbox"/> Underground Utilities           | <input type="checkbox"/> Front Yard             | <input type="checkbox"/> Access is Seasonal           | <input type="checkbox"/> Park Nearby             |   |
| <input type="checkbox"/> Water District                  | <input type="checkbox"/> Back Yard              | <input type="checkbox"/> Access Road Paved            | <input type="checkbox"/> Pasture                 |   |
| <input type="checkbox"/> Private Water                   | <input type="checkbox"/> No Landscaping         | <input type="checkbox"/> Access Road Unpaved          | <input type="checkbox"/> Pond on Lot             |   |
| <input type="checkbox"/> Public Water                    | <input type="checkbox"/> Lot Shape-Flag         | <input type="checkbox"/> Access via City Streets      | <input type="checkbox"/> Ravine                  |   |
| <input type="checkbox"/> Water Meter on Property         | <input type="checkbox"/> Lot Shape-Irregular    | <input type="checkbox"/> Access via County Road       | <input type="checkbox"/> Reservoir               |   |
| <input type="checkbox"/> Water Storage Tank              | <input type="checkbox"/> Lot Shape-Rectangular  | <input type="checkbox"/> Access via Country Road      | <input type="checkbox"/> River Front             |   |
| <input type="checkbox"/> Water Source See Remarks        | <input type="checkbox"/> Corners Established    | <input type="checkbox"/> Access via Highway           | <input type="checkbox"/> Rocks                   |   |
| <input type="checkbox"/> Well                            | <input type="checkbox"/> Fenced                 | <input type="checkbox"/> Private Road                 | <input type="checkbox"/> Seawall                 |   |
| <input type="checkbox"/> Shared Well                     | <input type="checkbox"/> Card/Code Access       | <input type="checkbox"/> Paved Street                 | <input type="checkbox"/> Stream                  |   |
| <input type="checkbox"/> See Remarks                     | <input type="checkbox"/> Gated Community        | <input type="checkbox"/> Gravel Street                | <input type="checkbox"/> Trees Lot               |   |
|  | <input type="checkbox"/> Gated With Guard       | <input type="checkbox"/> Alley Access                 | <input type="checkbox"/> Valley                  |   |
|  | <input type="checkbox"/> 24 Hour Security       | <input type="checkbox"/> Alley Paved                  | <input type="checkbox"/> Walkstreet              |   |
|  | <input type="checkbox"/> Guarded                | <input type="checkbox"/> Bay Front                    |  |   |

- |   |  |                                       |  |
|---|--|---------------------------------------|--|
| <b>Legal:</b>                                       | <b>*View:</b>  | <input type="checkbox"/> Back Bay     | <input type="checkbox"/> Orchard/Grove         |
| <input type="checkbox"/> Homeowners Association     | <input type="checkbox"/> Cautions Call Agent             | <input type="checkbox"/> Bay          | <input type="checkbox"/> Panoramic             |
| <input type="checkbox"/> CC And R's                 | <input type="checkbox"/> City Inspection Required        | <input type="checkbox"/> Bluff        | <input type="checkbox"/> Park or Green Belt    |
| <input type="checkbox"/> Moratorium                 | <input type="checkbox"/> Coastal Commission Restrictions | <input type="checkbox"/> Bridge       | <input type="checkbox"/> Pasture               |
| <input type="checkbox"/> Mineral Rights             | <input type="checkbox"/> Earthquake Insurance Available  | <input type="checkbox"/> Canal        | <input type="checkbox"/> Peek-A-Boo            |
| <input type="checkbox"/> Oil Rights                 | <input type="checkbox"/> Environmental Restrictions      | <input type="checkbox"/> Canyon       | <input type="checkbox"/> Pier                  |
| <input type="checkbox"/> Water Rights               | <input type="checkbox"/> Exclusions Call Agent           | <input type="checkbox"/> Catalina     | <input type="checkbox"/> Pond                  |
| <input type="checkbox"/> No Lake Rights             | <input type="checkbox"/> LA/Owner Related                | <input type="checkbox"/> City Lights  | <input type="checkbox"/> Pool                  |
| <input type="checkbox"/> Conditional Use Permit     | <input type="checkbox"/> Listing Broker Advantage        | <input type="checkbox"/> Coastline    | <input type="checkbox"/> Reservoir             |
| <input type="checkbox"/> Easements                  | <input type="checkbox"/> Methane Gas                     | <input type="checkbox"/> Courtyard    | <input type="checkbox"/> River                 |
| <input type="checkbox"/> Coastal Zone               | <input type="checkbox"/> Open Space Restrictions         | <input type="checkbox"/> Creek/Stream | <input type="checkbox"/> Rocks                 |
| <input type="checkbox"/> Flood Zone                 | <input type="checkbox"/> Pet Restrictions                | <input type="checkbox"/> Desert       | <input type="checkbox"/> Trees/Woods           |
| <input type="checkbox"/> Slide Zone                 | <input type="checkbox"/> Private Transfer Taxes          | <input type="checkbox"/> Golf Course  | <input type="checkbox"/> Valley                |
| <input type="checkbox"/> Special Study Area         | <input type="checkbox"/> Property Report                 | <input type="checkbox"/> Harbor       | <input type="checkbox"/> Vincent Thomas Bridge |
| <input type="checkbox"/> Historical                 | <input type="checkbox"/> Rent Control                    | <input type="checkbox"/> Hills        | <input type="checkbox"/> Vineyard              |
| <input type="checkbox"/> Manufactured Homes Allowed | <input type="checkbox"/> Seismic Hazard                  | <input type="checkbox"/> Lake         | <input type="checkbox"/> Water                 |
| <input type="checkbox"/> Redevelopment Area         | <input type="checkbox"/> Seller Will Pay Sec. 1 Termite  | <input type="checkbox"/> Lake Front   | <input type="checkbox"/> White Water           |
| <input type="checkbox"/> Home Warranty              | <input type="checkbox"/> Soil Analysis Septic            | <input type="checkbox"/> Landmark     | <input type="checkbox"/> None                  |
| <input type="checkbox"/> Principal is RE Licensed   | <input type="checkbox"/> Subject to Estate Ruling        | <input type="checkbox"/> Marina       | <input type="checkbox"/> See Remarks           |
| <input type="checkbox"/> Incorporated               | <input type="checkbox"/> Tenants in Common - DRE Pink    | <input type="checkbox"/> Meadow       |  |
| <input type="checkbox"/> Unincorporated             | <input type="checkbox"/> Tenants in Common - DRE White   | <input type="checkbox"/> Mountain     |  |
| <input type="checkbox"/> 3rd Party Rights           | <input type="checkbox"/> Trust/Conservatorship           | <input type="checkbox"/> Neighborhood |  |
| <input type="checkbox"/> Bankruptcy                 | <input type="checkbox"/> Well Log Available              | <input type="checkbox"/> Ocean        |  |
| <input type="checkbox"/> Beach Rights               |  |                                       |  |

# Land

# CRMLS Matrix Listing Input Form

Required fields are denoted with a red asterisk (\*). Conditional Required fields are denoted with a double red asterisk (\*\*)

## 3. Features/Land (Continued From Page 2)

### Land Information:

Lot Number: \_\_\_\_\_ **\*\*Zone:** \_\_\_\_\_ Parcel Map Number: \_\_\_\_\_  
Block Number: \_\_\_\_\_ Tract Number: \_\_\_\_\_ Parcel Number: \_\_\_\_\_  
Lot Dimensions: \_\_\_\_\_ Tract Sub Code: \_\_\_\_\_ Possible New Zone: \_\_\_\_\_  
Community/Complex ( Builder's Tract)Name: \_\_\_\_\_

### Assessments:

Special Assessments     Sewer Bonds     Seller to Pay  
 Mello-Roos     Buyer to Assume     Unknown  
 Sewer Assessments     Buyer to Verify     None

Tract Map:  Final     None     Pending

### Special Assessments:

### Additional Land Information:

Cleared: \_\_\_\_\_ **\*Distance to Water:** \_\_\_\_\_ Distance to Schools: \_\_\_\_\_  
Fenced: \_\_\_\_\_ Distance to Sewer: \_\_\_\_\_ Distance to Church: \_\_\_\_\_  
Fence Condition: \_\_\_\_\_ Distance to Gas: \_\_\_\_\_ Distance to Stores: \_\_\_\_\_  
Soil Type: \_\_\_\_\_ Distance to Electric: \_\_\_\_\_ Distance to Freeway: \_\_\_\_\_  
Topography: \_\_\_\_\_ Distance to Phone Service: \_\_\_\_\_ Distance to Bus: \_\_\_\_\_  
Ingress/Egress: \_\_\_\_\_ Distance to Street Frontage: \_\_\_\_\_

Trees: \_\_\_\_\_

Elevation: \_\_\_\_\_

Current Geographical:  Yes  No

### Survey:

Buyer Pays     Corners Marked     Seller Pays     Survey Done

### Infrastructure:

Improvements: \_\_\_\_\_

Water Well:  Yes  No

Well Depth (ft): \_\_\_\_\_

Table Depth (ft): \_\_\_\_\_

Hole Width (in): \_\_\_\_\_

Pump Horsepower: \_\_\_\_\_

Gallons /Minute: \_\_\_\_\_

Water District Name: \_\_\_\_\_

Well Report:  Yes  No

### Distance To:

### Present/Potential Use:

Present Use: \_\_\_\_\_ % Usable: \_\_\_\_\_

Potential Use: \_\_\_\_\_

### Lease/Fees:

**\*\*Association Name:** \_\_\_\_\_

**\*\*Association Phone:** \_\_\_\_\_ Ext. \_\_\_\_\_

**\*\*Association Dues:** \_\_\_\_\_

### \*\*Association Dues Frequency:

Monthly     Quarterly     Yearly

**\*Land Fee/Lease:**     Fee     Lease     Month to Month

Lease Amount: \$ \_\_\_\_\_ per:     Month     Year

Expires: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## 4. Analysis/Terms:

### Analysis & Tax:

Improvements \$: \_\_\_\_\_, % of Value: \_\_\_\_\_ Tax Rate: \_\_\_\_\_

Personal Property \$: \_\_\_\_\_, % of Value: \_\_\_\_\_ Rate Year: \_\_\_\_\_

Land Value: \$ \_\_\_\_\_, % of Value: \_\_\_\_\_ Tax Area: \_\_\_\_\_

Total Taxes \$: \_\_\_\_\_, Total Tax %: \_\_\_\_\_

### Financial:

#### \*Listing Terms:

Submit     Conventional     Fannie Mae     Owner Survey     Subordinate  
 Cash     Contract     Freddie Mac     Owner May Carry     Trade  
 Cash To New Loan     Cal Vet Loan     Government Loan     Owner Will Carry     Trust Conveyance  
 Cash To Existing Loan     Exchange     Land Use Fee     Relocation Property     VA Loan  
 All Inclusive Trust Deed     Existing Bonds     Lease Option     Subject To Court     VA No No Loan  
 Assumable     FHA Loan     Lien Release     Subject To Other     VA No Loan

# Land

# CRMLS Matrix Listing Input Form

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## 5. Office/MLS:

### Listing Information:

**\*Selling Office Compensation:** \_\_\_\_\_ **\*Selling Office Compensation Type:**  \$  %  
 See Remarks\$  See Remarks % **\*Dual Variable Rate of Commission:**  Yes  
 No

Selling Office Comp Remarks: \_\_\_\_\_

**\*Date of Listing:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **\*Date of Expiration:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**\*Service Type:**  Full Service  Limited Service  Entry Only **\*Listing Type:**  Exclusive Right To Sell  Exclusive Agency  Exclusive Right With Exception  
 Probate  Net  Open Listing

### Showing Contact Information:

**Showing Contact Type:**  Occupant  Agent  Owner **Showing Name:** \_\_\_\_\_  
**Showing Phone:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ **Ext.** \_\_\_\_\_

### Showing Information:

**Showing Name:** \_\_\_\_\_

### Showing Instructions:

Appointment Only  Drive By Only  Subject To Inspection  Agent or Owner to be Present  Day Sleeper  
 Call First  Gate Pass  Vacant  Alarm on Property  Listing Agent Accompanies  
 Call Listing Agent  Go Direct  See Remarks  Animal/Pets on Property  Registration Required  
 Call Listing Office  Key Box  24-Hour Notice  Auction  See Remarks  
 Call Occupant  Key In Listing Office  48-Hour Notice  BEWARE OF DOG  
 Do Not Contact Occupants  Restricted Access  Accepted Offer  Call Owner

### Contact Information:

**Other Phone Description:** \_\_\_\_\_ **Other Phone Number:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ **Ext.** \_\_\_\_\_

**\*Contact Order:** List 1-6 the priority of which you like to be contacted by.

Agent Cell Phone: \_\_\_\_\_ Agent Pager Phone: \_\_\_\_\_ Office Phone: \_\_\_\_\_ Co-Agent Home Phone: \_\_\_\_\_ Other: \_\_\_\_\_  
Agent Direct Phone: \_\_\_\_\_ Agent Toll Free: \_\_\_\_\_ Co-Agent Cell Phone: \_\_\_\_\_ Co-Agent Pager Phone: \_\_\_\_\_  
Agent Email: \_\_\_\_\_ Agent Voice Mail: \_\_\_\_\_ Co-Agent Direct Phone: \_\_\_\_\_ Co-Agent Toll Free: \_\_\_\_\_  
Agent Fax: \_\_\_\_\_ Agent Text Message: \_\_\_\_\_ Co-Agent Email: \_\_\_\_\_ Co-Agent Voice Mail: \_\_\_\_\_  
Agent Home Phone: \_\_\_\_\_ Office Fax: \_\_\_\_\_ Co-Agent Fax: \_\_\_\_\_ Co-Agent Text Message: \_\_\_\_\_

**Agent Remarks:** \_\_\_\_\_

### MLS:

**Ad Number:** \_\_\_\_\_ **Listing Paid:**  Yes  No **Broker Loaded:**  Yes  No

**Before selecting "No" on any of the below options. Written authorization from the seller is required.**

**\*Internet - Send Listing:**  Yes  No **\*Internet - Send Address:**  Yes  No **\*VOW Allow AVM:**  Yes  No **\*VOW Allow Blog:**  Yes  No

**\*Listing Agent Public ID:** \_\_\_\_\_ **Co-Listing Agent Public ID:** \_\_\_\_\_ **\*Email Contact:** \_\_\_\_\_

### Listing Agent:

Direct Office Phone/Ext: \_\_\_\_\_  
Home Phone/Ext: \_\_\_\_\_  
Toll Free Phone/Ext: \_\_\_\_\_  
Voicemail/Ext: \_\_\_\_\_  
Email: \_\_\_\_\_  
Agent Cell Phone: \_\_\_\_\_  
Agent Fax: \_\_\_\_\_  
Agent Pager: \_\_\_\_\_  
Agent Car Phone: \_\_\_\_\_

### Co-Listing Agent:

Agent Direct Office Phone/Ext: \_\_\_\_\_  
Agent Home Phone/Ext: \_\_\_\_\_  
Agent Toll Free Phone/Ext: \_\_\_\_\_  
Agent Voicemail/Ext: \_\_\_\_\_  
Email: \_\_\_\_\_  
Agent Cell Phone: \_\_\_\_\_  
Agent Fax: \_\_\_\_\_  
Agent Pager: \_\_\_\_\_  
Agent Car Phone: \_\_\_\_\_

## Green Features Marketing Features:

The following features are designed to speak to the laymen who may be less knowledgeable about the specific features described in our regular feature fields. i.e. TVA Insulation Package versus Energy Efficient Insulation. Any use of these fields should accompany documentation or information when questioned by a potential buyer.

### Energy Efficient:

Construction  Exposure/Shade  Electrical/Lighting  
 Insulation  Appliances  Incentives & Offers  
 Windows  HVAC  
 Doors  Thermostat/Controllers  
 Roofing  Water Heater

### Energy Generation:

Solar  
 Wind  
 Geothermal

### Sustainability (Constructed with):

Recycled Materials  
 Renewable Materials  
 Recyclable Materials  
 Biodegradable Materials  
 Conserving Materials/

### Water Conservation:

Landscaping  Flow Control  Reclamation

**WalkScore:** \_\_\_\_\_

<http://www.WalkScore.com>

# Land

# CRMLS Matrix Listing Input Form

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Open House			
<b>Open House #1:</b>			
Showing Agent ID: _____	Date: _____	Time: _____	AM / PM to _____ AM / PM
Type: <input type="checkbox"/> Brokers <input type="checkbox"/> Public <input type="checkbox"/> Office/Company	Attended: <input type="checkbox"/> Seller <input type="checkbox"/> Attended <input type="checkbox"/> Unattended	Refreshments: _____	Drawings: <input type="checkbox"/> Yes <input type="checkbox"/> No
Comments: _____ _____			
<b>Open House #2:</b>			
Showing Agent ID: _____	Date: _____	Time: _____	AM / PM to _____ AM / PM
Type: <input type="checkbox"/> Brokers <input type="checkbox"/> Public <input type="checkbox"/> Office/Company	Attended: <input type="checkbox"/> Seller <input type="checkbox"/> Attended <input type="checkbox"/> Unattended	Refreshments: _____	Drawings: <input type="checkbox"/> Yes <input type="checkbox"/> No
Comments: _____ _____			
<b>Open House #3:</b>			
Showing Agent ID: _____	Date: _____	Time: _____	AM / PM to _____ AM / PM
Type: <input type="checkbox"/> Brokers <input type="checkbox"/> Public <input type="checkbox"/> Office/Company	Attended: <input type="checkbox"/> Seller <input type="checkbox"/> Attended <input type="checkbox"/> Unattended	Refreshments: _____	Drawings: <input type="checkbox"/> Yes <input type="checkbox"/> No
Comments: _____ _____			
<b>Open House #4:</b>			
Showing Agent ID: _____	Date: _____	Time: _____	AM / PM to _____ AM / PM
Type: <input type="checkbox"/> Brokers <input type="checkbox"/> Public <input type="checkbox"/> Office/Company	Attended: <input type="checkbox"/> Seller <input type="checkbox"/> Attended <input type="checkbox"/> Unattended	Refreshments: _____	Drawings: <input type="checkbox"/> Yes <input type="checkbox"/> No
Comments: _____ _____			
<b>Open House #5:</b>			
Showing Agent ID: _____	Date: _____	Time: _____	AM / PM to _____ AM / PM
Type: <input type="checkbox"/> Brokers <input type="checkbox"/> Public <input type="checkbox"/> Office/Company	Attended: <input type="checkbox"/> Seller <input type="checkbox"/> Attended <input type="checkbox"/> Unattended	Refreshments: _____	Drawings: <input type="checkbox"/> Yes <input type="checkbox"/> No
Comments: _____ _____			
<b>Open House #6:</b>			
Showing Agent ID: _____	Date: _____	Time: _____	AM / PM to _____ AM / PM
Type: <input type="checkbox"/> Brokers <input type="checkbox"/> Public <input type="checkbox"/> Office/Company	Attended: <input type="checkbox"/> Seller <input type="checkbox"/> Attended <input type="checkbox"/> Unattended	Refreshments: _____	Drawings: <input type="checkbox"/> Yes <input type="checkbox"/> No
Comments: _____ _____			

**“ The Information contained above is furnished for the sole benefit of Participants of CRMLS. All Information is intended as representative but is not guaranteed to be accurate.”**

\_\_\_\_\_  
\*Agent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
\*Seller's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
\*Broker/Participant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
\*Seller's Signature

\_\_\_\_\_  
Date