



LAKE COUNTY ASSOCIATION OF REALTORS®

Reciprocal Participants

Complete this page and a minimum of all the **Red *** asterisks on the MLS listing form.

Please email to: Dawnt@lcaor.com

Office Name: _____
Office Address: _____ City: _____ Zip: _____
Office Phone: _____ Office Fax: _____
Designated Broker: _____ DRE License #: _____
Listing Agent: _____ DRE License #: _____
Agent Email: _____ Agent Phone: _____

Please select the appropriate listing input form.

☐ Residential ☐ Residential Lease ☐ Residential Income ☐ Manufactured In The Park
☐ Land ☐ Commercial Sale ☐ Commercial Lease ☐ Business Opportunity

*Please view the listing carefully for accuracy. Double check the compensation information, contact info, address and sales price. The broker and listing agent are responsible for all the information in the listing, the accuracy of information input by LCAOR and accept any errors as your responsibility. By your authorization to LCAOR to publish the information contained in the listing, you hereby agree to indemnify, defend, and hold harmless LCAOR for any inaccurate information contained therein. **Listing Agent initial here** _____*

Listing Input Fee: \$150.00 - Payment must be transacted prior to listing input.

Open House Fee: _____ \$10.00 *First Open House is Free*

Optional Lockbox Rental (You can use your own combo/contractors' box)

Lockbox Rental Fee: _____ \$150.00 (\$50 fee + \$100 deposit, refunded upon lockbox return)

Payment information:

Card Number: _____ - _____ - _____ - _____ Expiration Date: _____/_____/_____

3 Digit Security Code: _____ Billing Address: _____

Authorized amount: \$ _____

Or ☐ Call Me for payment

Thank you for participating in the C.A.R. Master Reciprocal Agreement. The Lake County Association of REALTORS® (LCAOR) MLS charges a \$150.00 for the input and maintenance of your listing. 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 time frames.**

Our MLS rules require that all listings have at least one photograph with the exception of land listings. Residential, Multi-Family Manufactured Homes, and Commercial listings must have a photograph of the exterior of the structure. You are responsible for supplying a photograph for your listing.

Listing Agent Signature: _____ **Date:** _____

367 Lakeshore Blvd, Lakeport, CA 95453

OFFICE: 707.263.9300

FAX: 707.263.9310

Commercial Sale

California Regional MLS Matrix Listing Input Form

Required fields are denoted with a red asterisk (*) and conditionally required fields are denoted with a double red asterisk (**).

| | | | | |
|---|-------------------------------------|---|--|--|
| Status | | | | |
| *Listing Status: <input type="checkbox"/> Active (Property is open to offers and IS available for showings) <input type="checkbox"/> Coming Soon (Property is open to offers but is NOT available for showings) | | | | |
| Basics | | | | |
| Listing Information: | | | | |
| *List Price: | | List Price Low: | *Parcel Number: | |
| *Parcel Number Available? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| Additional Parcels? <input type="checkbox"/> Yes <input type="checkbox"/> No | | Additional Parcels (Separated By Comma): | | |
| County/City/Area/Tract: | | | | |
| *County: | | *City: | **MLS Area: | |
| Address Information: | | | | |
| *Street #: | | | Str Number Ext: | |
| Str Direction Prefix: <input type="checkbox"/> East <input type="checkbox"/> North <input type="checkbox"/> Northeast <input type="checkbox"/> Northwest <input type="checkbox"/> South <input type="checkbox"/> Southeast <input type="checkbox"/> Southwest <input type="checkbox"/> West | | | | |
| *Street Name: | | | | |
| Str Suffix: | | | | |
| <input type="checkbox"/> Alley | <input type="checkbox"/> Drive | <input type="checkbox"/> Loop | <input type="checkbox"/> Plaza | <input type="checkbox"/> Trace |
| <input type="checkbox"/> Avenue | <input type="checkbox"/> Expressway | <input type="checkbox"/> Mall | <input type="checkbox"/> Rise | <input type="checkbox"/> Trail |
| <input type="checkbox"/> Boulevard | <input type="checkbox"/> Freeway | <input type="checkbox"/> Parkway | <input type="checkbox"/> Road | <input type="checkbox"/> Turnpike |
| <input type="checkbox"/> Causeway | <input type="checkbox"/> Highway | <input type="checkbox"/> Pass / Bypass | <input type="checkbox"/> Run | <input type="checkbox"/> Walk |
| <input type="checkbox"/> Circle | <input type="checkbox"/> Interstate | <input type="checkbox"/> Pathway | <input type="checkbox"/> Square | <input type="checkbox"/> Way |
| <input type="checkbox"/> Court | <input type="checkbox"/> Island | <input type="checkbox"/> Pike | <input type="checkbox"/> Street | |
| <input type="checkbox"/> Cut / Cutoff | <input type="checkbox"/> Lane | <input type="checkbox"/> Place | <input type="checkbox"/> Terrace | |
| Str Suffix Modifier: | | Str Direction Suffix: | | |
| | | <input type="checkbox"/> East <input type="checkbox"/> North <input type="checkbox"/> Northeast <input type="checkbox"/> Northwest <input type="checkbox"/> South <input type="checkbox"/> Southeast <input type="checkbox"/> Southwest <input type="checkbox"/> West | | |
| Unit #: | | *State: | | |
| *Postal Code: | | Postal Code +4: | Country: | |
| *Directions: | | | | |
| Basic Information: | | | | |
| Ownership: | | | | |
| Land Lease? <input type="checkbox"/> Yes <input type="checkbox"/> No | | *Common Interest: <input type="checkbox"/> None <input type="checkbox"/> Condominium <input type="checkbox"/> Stock Cooperative | | |
| | | <input type="checkbox"/> Community Apartment <input type="checkbox"/> Planned Development <input type="checkbox"/> Timeshare | | |
| *Property Sub Type: | | <input type="checkbox"/> Mixed Use | <input type="checkbox"/> High Tech-Flex | <input type="checkbox"/> Unimproved Land |
| | | <input type="checkbox"/> Ranch | <input type="checkbox"/> Hotel/Motel | <input type="checkbox"/> Mobile Home |
| | | <input type="checkbox"/> Farm | <input type="checkbox"/> Industrial | <input type="checkbox"/> Multi Family |
| | | | <input type="checkbox"/> Office | <input type="checkbox"/> Retail |
| | | | <input type="checkbox"/> Specialty | <input type="checkbox"/> Business |
| | | | | <input type="checkbox"/> Warehouse |
| | | | | <input type="checkbox"/> Agriculture |
| Industrial Type: | | Retail Center Type: | | Investment Property? |
| <input type="checkbox"/> High Tech/R&D <input type="checkbox"/> Warehouse/Distribution | | <input type="checkbox"/> Community/Specialty <input type="checkbox"/> Mixed Use <input type="checkbox"/> Regional Center | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Manufacturing <input type="checkbox"/> Warehouse/Office | | <input type="checkbox"/> Grocery Anchor <input type="checkbox"/> Power <input type="checkbox"/> Unanchored | | |
| Office Class: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C | | Year Built: | Year Built Source: | |
| | | | <input type="checkbox"/> Appraiser <input type="checkbox"/> Builder <input type="checkbox"/> Other <input type="checkbox"/> See Remarks | |
| | | | <input type="checkbox"/> Assessor <input type="checkbox"/> Estimated <input type="checkbox"/> Public Records <input type="checkbox"/> Seller | |
| *Building Area Total: | | Living Area Source: | | *Lot Size Area: |
| | | <input type="checkbox"/> GIS Calculated <input type="checkbox"/> Public Records | | |
| | | <input type="checkbox"/> Appraiser <input type="checkbox"/> Not Taped <input type="checkbox"/> See Remarks | | |
| | | <input type="checkbox"/> Assessor <input type="checkbox"/> Other <input type="checkbox"/> Seller | | High Tech Flex Sqft: |
| | | <input type="checkbox"/> Builder <input type="checkbox"/> Owner <input type="checkbox"/> Survey | | |
| | | <input type="checkbox"/> Estimated <input type="checkbox"/> Plans <input type="checkbox"/> Taped | | |
| | | Building Area Units: <input type="checkbox"/> Square Feet <input type="checkbox"/> Square Meters | | Condo Area: |
| | | Leasable Area Units: <input type="checkbox"/> Square Feet <input type="checkbox"/> Square Meters | | |
| Residential Sqft: | | *Lot Size Units: <input type="checkbox"/> Acres <input type="checkbox"/> Square Feet | | Largest Contiguous Sqft: |
| | | Condo Area Units: <input type="checkbox"/> Square Feet <input type="checkbox"/> Square Meters | | |
| Industrial Sqft: | Office Sqft: | Retail Sqft: | Total Building NRA: | Builder Name: |
| Building Name: | | *Building Status: | | |
| | | <input type="checkbox"/> Demolished <input type="checkbox"/> Land <input type="checkbox"/> Under Construction | | |
| | | <input type="checkbox"/> Existing <input type="checkbox"/> Proposed <input type="checkbox"/> Under Renovation | | |

Commercial Sale

California Regional MLS Matrix Listing Input Form

Required fields are denoted with a red asterisk (*) and conditionally required fields are denoted with a double red asterisk (**).

Ownership continued:

Current Use:

- | | | |
|---|---------------------------------------|--------------------------------------|
| <input type="checkbox"/> Agricultural | <input type="checkbox"/> Industrial | <input type="checkbox"/> Residential |
| <input type="checkbox"/> Place of Worship | <input type="checkbox"/> Investment | <input type="checkbox"/> See Remarks |
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Multi-Family | <input type="checkbox"/> Storage |
| <input type="checkbox"/> Horses | <input type="checkbox"/> Parking lot | <input type="checkbox"/> Unimproved |
| <input type="checkbox"/> Improved | <input type="checkbox"/> Recreational | |

Stories Total:

Entry Level:

Occupancy:

- ☐ Available ☐ Occupied ☐ Vacant

Lease Considered?

- ☐ Yes ☐ No

Current Use Comments:

Total Monthly Rent:

Park Name:

*Special Listing Conditions:

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> Standard | <input type="checkbox"/> HUD Owned | <input type="checkbox"/> Auction | <input type="checkbox"/> Trust |
| <input type="checkbox"/> Notice Of Default | <input type="checkbox"/> Short Sale | <input type="checkbox"/> Bankruptcy Property | <input type="checkbox"/> Conservatorship |
| <input type="checkbox"/> Real Estate Owned | <input type="checkbox"/> Probate Listing | <input type="checkbox"/> Third Party Approval | |

Probate Authority:

- ☐ Court Confirmation Not Required
☐ Court Confirmation Required

Asset Class:

- | | | | | |
|---|--------------------------------------|---|---------------------------------------|------------------------------------|
| <input type="checkbox"/> Farm/Ranch | <input type="checkbox"/> Hotel/Motel | <input type="checkbox"/> Land/Unimproved | <input type="checkbox"/> Multi-Family | <input type="checkbox"/> Retail |
| <input type="checkbox"/> High Tech-Flex | <input type="checkbox"/> Industrial | <input type="checkbox"/> Mobile Home Park | <input type="checkbox"/> Office | <input type="checkbox"/> Specialty |

Business Type:

- | | | | | |
|---|--|--|---|---|
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Build to Suit | <input type="checkbox"/> Employment | <input type="checkbox"/> Landscaping | <input type="checkbox"/> Regional Center |
| <input type="checkbox"/> Administrative and Support | <input type="checkbox"/> Butcher | <input type="checkbox"/> Farm | <input type="checkbox"/> Laundromat | <input type="checkbox"/> Rental |
| <input type="checkbox"/> Adult Family Home | <input type="checkbox"/> Cabinets | <input type="checkbox"/> Ranch | <input type="checkbox"/> Liquor Store | <input type="checkbox"/> Restaurant |
| <input type="checkbox"/> Advertising | <input type="checkbox"/> Candy/Cookie | <input type="checkbox"/> Fast Food | <input type="checkbox"/> Live/Work | <input type="checkbox"/> Retail |
| <input type="checkbox"/> Agriculture | <input type="checkbox"/> Car Wash | <input type="checkbox"/> Financial | <input type="checkbox"/> Locksmith | <input type="checkbox"/> Saddlery/Harness |
| <input type="checkbox"/> Animal Grooming | <input type="checkbox"/> Carpet/Tile | <input type="checkbox"/> Fitness | <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Showroom |
| <input type="checkbox"/> Appliances | <input type="checkbox"/> Child Care | <input type="checkbox"/> Florist/Nursery | <input type="checkbox"/> Medical | <input type="checkbox"/> Single-Tenant |
| <input type="checkbox"/> Aquarium Supplies | <input type="checkbox"/> Church | <input type="checkbox"/> Food & Beverage | <input type="checkbox"/> Mixed | <input type="checkbox"/> Special Use |
| <input type="checkbox"/> Arts and Entertainment | <input type="checkbox"/> Clothing | <input type="checkbox"/> Forest Reserve | <input type="checkbox"/> Mobile/Trailer Park | <input type="checkbox"/> Sporting Goods |
| <input type="checkbox"/> Athletic | <input type="checkbox"/> Commercial | <input type="checkbox"/> Franchise | <input type="checkbox"/> Multi-Tenant | <input type="checkbox"/> Stand-Alone |
| <input type="checkbox"/> Auto Body | <input type="checkbox"/> Computer | <input type="checkbox"/> Furniture | <input type="checkbox"/> Music | <input type="checkbox"/> Storage |
| <input type="checkbox"/> Auto Dealer | <input type="checkbox"/> Condominium | <input type="checkbox"/> Gas Station | <input type="checkbox"/> Nursing Home | <input type="checkbox"/> Strip Mall |
| <input type="checkbox"/> Auto Glass | <input type="checkbox"/> Construction/Contractor | <input type="checkbox"/> Gift Shop | <input type="checkbox"/> Office Supply | <input type="checkbox"/> Toys |
| <input type="checkbox"/> Auto Parts | <input type="checkbox"/> Convalescent | <input type="checkbox"/> Government | <input type="checkbox"/> Other | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Auto Rent/Lease | <input type="checkbox"/> Convenience Store | <input type="checkbox"/> Grocery | <input type="checkbox"/> Pad(s) | <input type="checkbox"/> Travel |
| <input type="checkbox"/> Auto Repair-Specialty | <input type="checkbox"/> Dance Studio | <input type="checkbox"/> Hardware | <input type="checkbox"/> Paints | <input type="checkbox"/> Upholstery |
| <input type="checkbox"/> Auto Service | <input type="checkbox"/> Decorator | <input type="checkbox"/> Health Food | <input type="checkbox"/> Parking | <input type="checkbox"/> Utility |
| <input type="checkbox"/> Auto Stereo/Alarm | <input type="checkbox"/> Deli/Catering | <input type="checkbox"/> Health Services | <input type="checkbox"/> Pet Store | <input type="checkbox"/> Variety |
| <input type="checkbox"/> Auto Tires | <input type="checkbox"/> Dental | <input type="checkbox"/> Hobby | <input type="checkbox"/> Photographer | <input type="checkbox"/> Video |
| <input type="checkbox"/> Auto Wrecking | <input type="checkbox"/> Distribution | <input type="checkbox"/> Home Cleaner | <input type="checkbox"/> Pizza | <input type="checkbox"/> Wallpaper |
| <input type="checkbox"/> Bakery | <input type="checkbox"/> Doughnut | <input type="checkbox"/> Hospitality | <input type="checkbox"/> Printing | <input type="checkbox"/> Warehouse |
| <input type="checkbox"/> Bar/Tavern/Lounge | <input type="checkbox"/> Drugstore | <input type="checkbox"/> Hotel/Motel | <input type="checkbox"/> Professional Service | <input type="checkbox"/> Wholesale |
| <input type="checkbox"/> Barber/Beauty | <input type="checkbox"/> Dry Cleaner | <input type="checkbox"/> Ice Cream/Frozen Yogurt | <input type="checkbox"/> Professional/Office | |
| <input type="checkbox"/> Bed & Breakfast | <input type="checkbox"/> Education/School | <input type="checkbox"/> Industrial | <input type="checkbox"/> Real Estate | |
| <input type="checkbox"/> Books/Cards/Stationary | <input type="checkbox"/> Electronics | <input type="checkbox"/> Jewelry | <input type="checkbox"/> Recreation | |

Description

Public Remarks:

The Public Remarks may only contain a description of the property, its features, its location or community, specific terms to or exclusions from a sale (or lease). All text must be entered in the English language ONLY. The following are NOT allowed to appear in the property description: Gate/Alarm Codes, Lockbox Combo, FSBO, Vacant, Occupied, Open House Information, Showing Instructions, Email Addresses, Website Addresses, Phone Numbers, Agent, Assistant, Co-Lister or Owner Names, or any language that violates Fair Housing/HUD Guidelines.

Exclusions:

Inclusions:

Business URL:

Business URL Description:

Required fields are denoted with a red asterisk (*) and conditionally required fields are denoted with a double red asterisk (**).

Description continued:

Virtual Tour URL Unbranded (NO Agent/Broker Information):

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. Begin your URL with HTTP:// or HTTPS://. For example http://www.virtualtoursite.com/etc.

Virtual Tour URL Unbranded 2 (NO Agent/Broker Information):

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. Begin your URL with HTTP:// or HTTPS://. For example http://www.virtualtoursite.com/etc.

Syndication Remarks & Branded Virtual Tour

Syndication Remarks:

Syndication Remarks may contain information intended specifically for the consumers; this includes contact and other non-confidential information. Syndication Remarks is used in place of the Property Description for syndication display. If left blank during input, syndication websites will continue to receive the text you place in the "Property Description" field.

Virtual Tour URL Branded (Agent/Broker Information):

This Virtual Tour may include Agent/Office branding and will only be used in our Syndication data feeds. Begin your URL with HTTP:// or HTTPS://. For example http://www.virtualtoursite.com/etc.

Features

Building Details:

*Lot Features:

- ☐ 0-1 Unit/Acre
- ☐ 2-5 Units/Acre
- ☐ 6-10 Units/Acre
- ☐ 11-15 Units/Acre
- ☐ 16-20 Units/Acre
- ☐ 21-25 Units/Acre
- ☐ 26-30 Units/Acre
- ☐ 31-35 Units/Acre
- ☐ 36-40 Units/Acre
- ☐ Agricultural
- ☐ Agricultural - Dairy
- ☐ Agricultural - Other
- ☐ Agricultural - Row/Crop
- ☐ Agricultural - Tree/Orchard
- ☐ Agricultural - Vine/Vineyard
- ☐ Back Yard
- ☐ Bluff
- ☐ Close to Clubhouse
- ☐ Corner Lot
- ☐ Corners Marked
- ☐ Cul-De-Sac
- ☐ Desert Back
- ☐ Desert Front
- ☐ Sloped Down
- ☐ Front Yard
- ☐ Garden
- ☐ Gentle Sloping
- ☐ Greenbelt
- ☐ Horse Property
- ☐ Horse Property Improved

*Lot Features continued:

- ☐ Horse Property Unimproved
- ☐ Landscaped
- ☐ Lawn
- ☐ Level with Street
- ☐ Lot 10000-19999 Sqft
- ☐ Lot 20000-39999 Sqft
- ☐ Lot 6500-9999
- ☐ Lot Over 40000 Sqft
- ☐ Flag Lot
- ☐ Irregular Lot
- ☐ Rectangular Lot
- ☐ Level
- ☐ Misting System
- ☐ Near Public Transit
- ☐ No Landscaping
- ☐ On Golf Course
- ☐ Over 40 Units/Acre
- ☐ Park Nearby
- ☐ Pasture
- ☐ Patio Home
- ☐ Paved
- ☐ Percolate
- ☐ Ranch
- ☐ Rocks
- ☐ Rolling Slope
- ☐ Secluded
- ☐ Sprinkler System
- ☐ Sprinklers Drip System
- ☐ Sprinklers In Front
- ☐ Sprinklers In Rear

*Lot Features continued:

- ☐ Sprinklers Manual
- ☐ Sprinklers None
- ☐ Sprinklers On Side
- ☐ Sprinklers Timer
- ☐ Steep Slope
- ☐ Tear Down
- ☐ Treed Lot
- ☐ Up Slope from Street
- ☐ Utilities - Overhead
- ☐ Value In Land
- ☐ Walkstreet
- ☐ Yard
- ☐ Zero Lot Line

Construction Materials:

- ☐ Adobe
- ☐ Alcan
- ☐ Aluminum Siding
- ☐ Asbestos
- ☐ Asphalt
- ☐ Block
- ☐ Blown-In Insulation
- ☐ Board & Batten Siding
- ☐ Brick
- ☐ Brick Veneer
- ☐ Cedar
- ☐ Cellulose Insulation
- ☐ Cement Siding
- ☐ Clapboard
- ☐ Concrete

Construction Materials continued:

- ☐ Drywall Walls
- ☐ Ducts Professionally Air-Sealed
- ☐ Fiber Cement
- ☐ Fiberglass Siding
- ☐ Flagstone
- ☐ Frame
- ☐ Glass
- ☐ Hardboard
- ☐ HardiPlank Type
- ☐ ICFs (Insulated Concrete Forms)
- ☐ Lap Siding
- ☐ Log
- ☐ Log Siding
- ☐ Masonite
- ☐ Metal Siding
- ☐ Natural Building
- ☐ NES Insulation Pkg
- ☐ Other
- ☐ Plaster
- ☐ Radiant Barrier
- ☐ Rammed Earth
- ☐ Redwood Siding
- ☐ See Remarks
- ☐ Shake Siding
- ☐ Shingle Siding
- ☐ Slump Block
- ☐ Spray Foam Insulation
- ☐ Steel
- ☐ Steel Siding
- ☐ Stone

Commercial Sale

California Regional MLS Matrix Listing Input Form

Required fields are denoted with a red asterisk (*) and conditionally required fields are denoted with a double red asterisk (**).

Building Details continued:

Construction Materials continued:

- ☐ Stone Veneer
- ☐ Straw
- ☐ Stucco
- ☐ Synthetic Stucco
- ☐ TVA Insulation Pkg
- ☐ Unknown
- ☐ Vertical Siding
- ☐ Vinyl Siding
- ☐ Wood Siding
- ☐ Stone Veneer

Roof:

- ☐ None
- ☐ Asbestos Shingle
- ☐ Asphalt
- ☐ Bahama
- ☐ Barrel
- ☐ Bitumen
- ☐ Bituthene
- ☐ Clay
- ☐ Common Roof
- ☐ Composition
- ☐ Concrete
- ☐ Copper
- ☐ Elastomeric
- ☐ Fiberglass
- ☐ Fire Retardant
- ☐ Flat
- ☐ Flat Tile
- ☐ Foam
- ☐ Green Roof
- ☐ Mansard
- ☐ Membrane
- ☐ Metal
- ☐ Mixed
- ☐ Other
- ☐ Reflective
- ☐ Ridge Vents
- ☐ Rolled/Hot Mop
- ☐ See Remarks
- ☐ Shake
- ☐ Shingle
- ☐ Slate
- ☐ Spanish Tile
- ☐ Stone
- ☐ Synthetic
- ☐ Tar/Gravel
- ☐ Tile
- ☐ Wood

Heating:

- ☐ Ductless
- ☐ None
- ☐ Central

Heating continued:

- ☐ Zoned
- ☐ Baseboard
- ☐ Floor Furnace
- ☐ Wall Furnace
- ☐ Space Heater
- ☐ Forced Air
- ☐ Gravity
- ☐ Heat Pump
- ☐ Radiant
- ☐ Electric
- ☐ Natural Gas
- ☐ Propane
- ☐ Kerosene
- ☐ Pellet Stove
- ☐ Wood
- ☐ Oil
- ☐ Solar
- ☐ ENERGY STAR Qualified Equipment
- ☐ High Efficiency
- ☐ Combination
- ☐ Fireplace(s)
- ☐ Humidity Control
- ☐ Wood Stove
- ☐ See Remarks

Security Features:

- ☐ 24 Hour Security
- ☐ Gated with Attendant
- ☐ Automatic Gate
- ☐ Carbon Monoxide Detector(s)
- ☐ Card/Code Access
- ☐ Closed Circuit Camera(s)
- ☐ Fire and Smoke Detection System
- ☐ Fire Rated Drywall
- ☐ Fire Sprinkler System
- ☐ Firewall(s)
- ☐ Gated Community
- ☐ Gated with Guard
- ☐ Guarded
- ☐ Resident Manager
- ☐ Security Lights
- ☐ Security System
- ☐ Smoke Detector(s)
- ☐ Window Bars
- ☐ Wired for Alarm System

*Laundry:

- ☐ None
- ☐ Common Area
- ☐ Community
- ☐ Dryer Included
- ☐ Electric Dryer Hookup
- ☐ Gas & Electric Dryer Hookup

*Laundry continued:

- ☐ Gas Dryer Hookup
- ☐ In Carport
- ☐ In Closet
- ☐ In Garage
- ☐ In Kitchen
- ☐ Individual Room
- ☐ Inside
- ☐ Laundry Chute
- ☐ Upper Level
- ☐ Outside
- ☐ Propane Dryer Hookup
- ☐ See Remarks
- ☐ Stackable
- ☐ Washer Hookup
- ☐ Washer Included

Cooling:

- ☐ Ductless
- ☐ None
- ☐ Central Air
- ☐ Dual
- ☐ Zoned
- ☐ Wall/Window Unit(s)
- ☐ Evaporative Cooling
- ☐ Heat Pump
- ☐ Humidity Control
- ☐ Whole House Fan
- ☐ Electric
- ☐ Gas
- ☐ ENERGY STAR Qualified Equipment
- ☐ High Efficiency
- ☐ SEER Rated 13-15
- ☐ SEER Rated 16+
- ☐ See Remarks

Fence:

- ☐ None
- ☐ Average Condition
- ☐ Barbed Wire
- ☐ Block
- ☐ Brick
- ☐ Chain Link
- ☐ Cross Fenced
- ☐ Electric
- ☐ Excellent Condition
- ☐ Fair Condition
- ☐ Glass
- ☐ Goat Type
- ☐ Good Condition
- ☐ Grapestake
- ☐ Invisible
- ☐ Livestock
- ☐ Masonry
- ☐ Needs Repair

Fence continued:

- ☐ New Condition
- ☐ Partial
- ☐ Pipe
- ☐ Poor Condition
- ☐ Privacy
- ☐ Redwood
- ☐ Security
- ☐ See Remarks
- ☐ Split Rail
- ☐ Stone
- ☐ Stucco Wall
- ☐ Vinyl
- ☐ Wire
- ☐ Wood
- ☐ Wrought Iron

Signage:

- ☐ Sign Freestanding
- ☐ Sign on Building

Building Features:

- ☐ Elevators
- ☐ Living Quarters
- ☐ Phone System
- ☐ Rec Room
- ☐ TV System

Waterfront Features:

- ☐ Across the Road from Lake/Ocean
- ☐ Bay Front
- ☐ Beach Access
- ☐ Beach Front
- ☐ Canal Front
- ☐ Creek
- ☐ Fishing in Community
- ☐ Includes Dock
- ☐ Lagoon
- ☐ Lake
- ☐ Lake Front
- ☐ Lake Privileges
- ☐ Marina in Community
- ☐ Navigable Water
- ☐ Ocean Access
- ☐ Ocean Front
- ☐ Ocean Side of Freeway
- ☐ Ocean Side Of Highway 1
- ☐ Pond
- ☐ Reservoir in Community
- ☐ River Front
- ☐ Sea Front
- ☐ Seawall
- ☐ Stream
- ☐ Waterfront With Home Across Road

Utilities:

Utilities:

- ☐ None
- ☐ Cable Available
- ☐ Cable Connected
- ☐ Cable Not Available
- ☐ Electricity Available
- ☐ Electricity Connected
- ☐ Electricity Not Available
- ☐ Natural Gas Available
- ☐ Natural Gas Connected
- ☐ Natural Gas Not Available
- ☐ Other
- ☐ Phone Available
- ☐ Phone Connected
- ☐ Phone Not Available

Utilities continued:

- ☐ Propane
- ☐ See Remarks
- ☐ Sewer Available
- ☐ Sewer Connected
- ☐ Sewer Not Available
- ☐ Underground Utilities
- ☐ Water Available
- ☐ Water Connected
- ☐ Water Not Available

*Water Source:

- ☐ None
- ☐ Agricultural Well
- ☐ Cistern

*Water Source continued:

- ☐ Other
- ☐ Private
- ☐ Public
- ☐ See Remarks
- ☐ Shared Well
- ☐ Well

Electric:

- ☐ 220 Volts For Spa
- ☐ 220 Volts in Garage
- ☐ 220 Volts in Kitchen
- ☐ 220 Volts in Laundry
- ☐ 220 Volts in Workshop
- ☐ 220V Other - See Remarks

Electric continued:

- ☐ 220 Volts
- ☐ 440 Volts
- ☐ Electricity - On Bond
- ☐ Electricity - On Property
- ☐ Electricity - Unknown
- ☐ Heavy
- ☐ Photovoltaics on Grid
- ☐ Photovoltaics Seller Owned
- ☐ Photovoltaics Stand-Alone
- ☐ Photovoltaics Third-Party Owned
- ☐ Standard

Commercial Sale

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Utilities continued:

| | | | |
|---|------------------------------|------------------------------|-----------------------|
| Laundry Equipment Own Lease: <input type="checkbox"/> Lease <input type="checkbox"/> Own | Voltage: | Amperage: | |
| Phase: | Clearance Height Min: | Clearance Height Max: | |
| Garage and Parking: | | | |
| Parking Total: | Uncovered Spaces: | Carport Spaces: | Parking Ratio: |

Land & Terms

Land Information:

| | | |
|--|--------------------------------|------------------------------|
| Land Use: <input type="checkbox"/> Industrial <input type="checkbox"/> Mobile Home Park <input type="checkbox"/> Multi-Family <input type="checkbox"/> Office <input type="checkbox"/> Other <input type="checkbox"/> Retail | | |
| Number of Buildings: | Number of Units Leased: | anchors / Co-Tenants: |
| Topography: | Zoning: | Lot Size Dimensions: |
| Lot Dimensions Source: <input type="checkbox"/> Builder <input type="checkbox"/> Not Taped <input type="checkbox"/> Plans <input type="checkbox"/> Survey <input type="checkbox"/> Appraiser <input type="checkbox"/> Estimated <input type="checkbox"/> Other <input type="checkbox"/> Public Records <input type="checkbox"/> Taped <input type="checkbox"/> Assessor <input type="checkbox"/> GIS Calculated <input type="checkbox"/> Owner <input type="checkbox"/> See Remarks | | |

Listing Terms:

| | | | | |
|---|--|--|--|---|
| <input type="checkbox"/> 1031 Exchange <input type="checkbox"/> Cal Vet Loan <input type="checkbox"/> Cash <input type="checkbox"/> Cash To Existing Loan <input type="checkbox"/> Cash to New Loan <input type="checkbox"/> Contract <input type="checkbox"/> Conventional | <input type="checkbox"/> Fannie Mae <input type="checkbox"/> FHA <input type="checkbox"/> FHA 203(b) <input type="checkbox"/> FHA 203(k) <input type="checkbox"/> Freddie Mac <input type="checkbox"/> Government Loan <input type="checkbox"/> Land Use Fee | <input type="checkbox"/> Lease Back <input type="checkbox"/> Lease Option <input type="checkbox"/> Lien Release <input type="checkbox"/> Non-Smoking Premises <input type="checkbox"/> Owner May Carry <input type="checkbox"/> Owner Pay Points <input type="checkbox"/> Owner Survey | <input type="checkbox"/> Owner Will Carry <input type="checkbox"/> Private Financing Available <input type="checkbox"/> Relocation Property <input type="checkbox"/> Subject To Court <input type="checkbox"/> Subject To Other <input type="checkbox"/> Submit <input type="checkbox"/> Subordinate | <input type="checkbox"/> Trade <input type="checkbox"/> Trust Conveyance <input type="checkbox"/> Trust Deed <input type="checkbox"/> USDA Loan <input type="checkbox"/> VA Loan <input type="checkbox"/> VA No Loan <input type="checkbox"/> VA No No Loan |
|---|--|--|--|---|

Current Financing:

| | | | | |
|--|--|---|---|--|
| <input type="checkbox"/> None <input type="checkbox"/> FHA <input type="checkbox"/> VA <input type="checkbox"/> Assumable | <input type="checkbox"/> Cal Vet Loan <input type="checkbox"/> Contract <input type="checkbox"/> Conventional <input type="checkbox"/> Existing Bonds | <input type="checkbox"/> Fannie Mae <input type="checkbox"/> FHA 203(b) <input type="checkbox"/> FHA 203(k) <input type="checkbox"/> Freddie Mac | <input type="checkbox"/> Government Loan <input type="checkbox"/> Other <input type="checkbox"/> Private <input type="checkbox"/> Trust Deed | <input type="checkbox"/> USDA <input type="checkbox"/> VA No Loan <input type="checkbox"/> VA No No Loan |
|--|--|---|---|--|

Office & MLS

Listing Information:

| | | | |
|---|---|--|---|
| *Buyer Agency Comp: | *Buyer Agency Comp Type: <input type="checkbox"/> \$ <input type="checkbox"/> % <input type="checkbox"/> See Remarks | *Dual Variable Compensation? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Buyer Agency Comp Remarks: | | | |
| *Listing Contract Date: | *Expiration Date: | Listing Service: <input type="checkbox"/> Entry Only <input type="checkbox"/> Full Service <input type="checkbox"/> Limited Service | Sign on Property? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| **Start Showing Date (required only for Coming Soon - ≤ 21 days in the future): | | | |
| *Listing Agreement: <input type="checkbox"/> Seller Reserved <input type="checkbox"/> Exclusive Right To Sell | <input type="checkbox"/> Exclusive Right With Exception <input type="checkbox"/> Net | <input type="checkbox"/> Open <input type="checkbox"/> Probate | |

Occupant Information:

| | | |
|---|-------------------------------|-------------|
| *Showing Contact Type: <input type="checkbox"/> None <input type="checkbox"/> Agent <input type="checkbox"/> Occupant <input type="checkbox"/> Other <input type="checkbox"/> Owner <input type="checkbox"/> Property Manager <input type="checkbox"/> See Remarks | | |
| Showing Contact Name: | Showing Contact Phone: | Ext: |

Occupant Information:

| | | |
|---|--------------------|---------------------|
| *Occupant Type: <input type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Vacant | Owner Name: | Owner Phone: |
|---|--------------------|---------------------|

Showing Information:

| |
|--|
| *Showing Instructions: |
| |

*Lock Box Location:

| |
|--|
| *Lock Box Description: <input type="checkbox"/> None <input type="checkbox"/> Multacc <input type="checkbox"/> Seller providing Access <input type="checkbox"/> Call Listing Office <input type="checkbox"/> Risco <input type="checkbox"/> Sentrilock <input type="checkbox"/> Combo <input type="checkbox"/> See Remarks <input type="checkbox"/> Supra |
|--|

| | |
|--|--------------------------------|
| Lock Box Version: <input type="checkbox"/> Supra <input type="checkbox"/> Supra BT <input type="checkbox"/> Supra BT LE | Lock Box Serial Number: |
|--|--------------------------------|

Commercial Sale

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Office & MLS continued:

Contact Information:

| | | | | |
|---|--------------------------|--------------------------|-----------------------------|-----------------|
| Other Phone Description: | | Other Phone Number: | | Ext: |
| *Preferred Order of Contact: — Select up to 6 contact options using the numbers 1 to 6 to specify the order. | | | | |
| _____ Agent Cell Ph | _____ Agent Pager Ph | _____ Co-Agent Direct Ph | _____ Co-Agent Text Message | _____ Office Ph |
| _____ Agent Direct Ph | _____ Agent Text Message | _____ Co-Agent Email | _____ Co-Agent Toll Free | _____ Other |
| _____ Agent Email | _____ Agent Toll Free | _____ Co-Agent Fax | _____ Co-Agent Voice Mail | |
| _____ Agent Fax | _____ Agent Voice Mail | _____ Co-Agent Home Ph | _____ Offers Email | |
| _____ Agent Home Ph | _____ Co-Agent Cell Ph | _____ Co-Agent Pager Ph | _____ Office Fax | |

Private Remarks:

MLS

Ad Number:

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

| | |
|---|--|
| *Internet Entire Listing Display? <input type="checkbox"/> Yes <input type="checkbox"/> No | *Internet Address Display? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| *Internet Consumer Comment? <input type="checkbox"/> Yes <input type="checkbox"/> No | *Internet Automated Valuation Display? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| *Neighborhood Market Report Seller Participant? <input type="checkbox"/> Yes <input type="checkbox"/> No | |

Agent information:

| | |
|--------------------|-----------------------|
| List Agent MLS ID: | Co-List Agent MLS ID: |
| List Team ID: | Co-List Team ID: |
| Offers Email: | Photographer MLS ID: |

BRE - Listing Agent/State License

Listing Agent information:

| | |
|-------------|--|
| List Agent: | *List Agent State License Number: |
|-------------|--|

Co-Listing Agent information:

| | |
|----------------|-------------------------------------|
| Co-List Agent: | Co-List Agent State License Number: |
|----------------|-------------------------------------|

Financial Information

General Financial Information:

| | | |
|--|--------------------|-----------|
| Accounting Type: <input type="checkbox"/> Actual <input type="checkbox"/> ProForma | Tax Annual Amount: | |
| Cap Rate: | Tax Year: | Tax Rate: |

Annual Expense Information:

| | | | |
|---------------|-------------------|---------------------------|-------------------|
| Expense Year: | Real Estate Tax: | Personal Property Amount: | Legal Accounting: |
| Advertising: | Insurance: | Electric: | Water/Sewer: |
| Trash: | Prof. Management: | Resident Manager: | Building: |
| Maintenance: | Supplies: | Other: | Total Expenses: |
| Reserves: | | | |

Annual Operating Information:

| | | | |
|-------------------------|--------------------|-------------------------|-----------------------|
| Gross Scheduled Income: | Vacancy Allowance: | Vacancy Allowance Rate: | Laundry Income: |
| Other Income: | Effective Gross: | Operating Expense: | Net Operating Income: |

Unit Information

Unit Information:

| | | | |
|--------------------------|---|---|-------|
| # of Units in Community: | Max Tot Area Units: <input type="checkbox"/> Square Feet <input type="checkbox"/> Square Meters | Min Total Area Units: <input type="checkbox"/> Square Feet <input type="checkbox"/> Square Meters | |
| Cap Rate: | Tax Year: | Tax Rate: | |
| Unit #1 | | | |
| # Of Units: | #Beds: | #Baths: | Rent: |
| Area: | Area Units: <input type="checkbox"/> Square Feet <input type="checkbox"/> Square Meters | Description: | |

Commercial Sale

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Unit Information continued:

Unit #2

| | | | |
|-------------|---|--------------|-------|
| # Of Units: | #Beds: | #Baths: | Rent: |
| Area: | Area Units: <input type="checkbox"/> Square Feet <input type="checkbox"/> Square Meters | Description: | |

Unit #3

| | | | |
|-------------|---|--------------|-------|
| # Of Units: | #Beds: | #Baths: | Rent: |
| Area: | Area Units: <input type="checkbox"/> Square Feet <input type="checkbox"/> Square Meters | Description: | |

Unit #4

| | | | |
|-------------|---|--------------|-------|
| # Of Units: | #Beds: | #Baths: | Rent: |
| Area: | Area Units: <input type="checkbox"/> Square Feet <input type="checkbox"/> Square Meters | Description: | |

Unit #5

| | | | |
|-------------|---|--------------|-------|
| # Of Units: | #Beds: | #Baths: | Rent: |
| Area: | Area Units: <input type="checkbox"/> Square Feet <input type="checkbox"/> Square Meters | Description: | |

Power Production

If you have one or more Power Production events planned, you may enter them here.

Power Production #1:

| | |
|---|--------------------------|
| Power Production Type: <input type="checkbox"/> Photovoltaics <input type="checkbox"/> Wind | Power Production Size: |
| Power Production Year Install: | Power Production Annual: |
| Power Production Annual Status: <input type="checkbox"/> Actual <input type="checkbox"/> Estimated <input type="checkbox"/> Partially Estimated | |
| Power Production Ownership: <input type="checkbox"/> Leased <input type="checkbox"/> Owned | |

Power Production #2:

| | |
|---|--------------------------|
| Power Production Type: <input type="checkbox"/> Photovoltaics <input type="checkbox"/> Wind | Power Production Size: |
| Power Production Year Install: | Power Production Annual: |
| Power Production Annual Status: <input type="checkbox"/> Actual <input type="checkbox"/> Estimated <input type="checkbox"/> Partially Estimated | |
| Power Production Ownership: <input type="checkbox"/> Leased <input type="checkbox"/> Owned | |

Power Production #3:

| | |
|---|--------------------------|
| Power Production Type: <input type="checkbox"/> Photovoltaics <input type="checkbox"/> Wind | Power Production Size: |
| Power Production Year Install: | Power Production Annual: |
| Power Production Annual Status: <input type="checkbox"/> Actual <input type="checkbox"/> Estimated <input type="checkbox"/> Partially Estimated | |
| Power Production Ownership: <input type="checkbox"/> Leased <input type="checkbox"/> Owned | |

Power Production #4:

| | |
|---|--------------------------|
| Power Production Type: <input type="checkbox"/> Photovoltaics <input type="checkbox"/> Wind | Power Production Size: |
| Power Production Year Install: | Power Production Annual: |
| Power Production Annual Status: <input type="checkbox"/> Actual <input type="checkbox"/> Estimated <input type="checkbox"/> Partially Estimated | |
| Power Production Ownership: <input type="checkbox"/> Leased <input type="checkbox"/> Owned | |

Commercial Sale

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Open House

Open House #1:

| | | | | | |
|---|--|--|--|---|--|
| Date: _____ | | Time: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM | | to _____ <input type="checkbox"/> AM <input type="checkbox"/> PM | |
| Showing Agent: | | Attended: <input type="checkbox"/> Agent <input type="checkbox"/> Seller <input type="checkbox"/> Unattended | | Refreshments: | |
| Open House Type: <input type="checkbox"/> Virtual Public <input type="checkbox"/> Virtual Broker | | Virtual Open house URL: | | | |
| Comments: | | | | Active? <input type="checkbox"/> Yes <input type="checkbox"/> No | |

Open House #2:

| | | | | | |
|---|--|--|--|---|--|
| Date: _____ | | Time: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM | | to _____ <input type="checkbox"/> AM <input type="checkbox"/> PM | |
| Showing Agent: | | Attended: <input type="checkbox"/> Agent <input type="checkbox"/> Seller <input type="checkbox"/> Unattended | | Refreshments: | |
| Open House Type: <input type="checkbox"/> Virtual Public <input type="checkbox"/> Virtual Broker | | Virtual Open house URL: | | | |
| Comments: | | | | Active? <input type="checkbox"/> Yes <input type="checkbox"/> No | |

Open House #3:

| | | | | | |
|---|--|--|--|---|--|
| Date: _____ | | Time: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM | | to _____ <input type="checkbox"/> AM <input type="checkbox"/> PM | |
| Showing Agent: | | Attended: <input type="checkbox"/> Agent <input type="checkbox"/> Seller <input type="checkbox"/> Unattended | | Refreshments: | |
| Open House Type: <input type="checkbox"/> Virtual Public <input type="checkbox"/> Virtual Broker | | Virtual Open house URL: | | | |
| Comments: | | | | Active? <input type="checkbox"/> Yes <input type="checkbox"/> No | |

Open House #4:

| | | | | | |
|---|--|--|--|---|--|
| Date: _____ | | Time: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM | | to _____ <input type="checkbox"/> AM <input type="checkbox"/> PM | |
| Showing Agent: | | Attended: <input type="checkbox"/> Agent <input type="checkbox"/> Seller <input type="checkbox"/> Unattended | | Refreshments: | |
| Open House Type: <input type="checkbox"/> Virtual Public <input type="checkbox"/> Virtual Broker | | Virtual Open house URL: | | | |
| Comments: | | | | Active? <input type="checkbox"/> Yes <input type="checkbox"/> No | |

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.

Signatures

| | |
|--|--------------|
| Agent Signature: | Date: |
| Sellers Signature: | Date: |
| Broker/Participant's Signature: | Date: |
| Sellers Signature: | Date: |