

Note: Fields Marked With * Are Required

| Location Information | | | | |
|--|--------------|---|--|------------------------------------|
| County* | | | Compass Pt | |
| Area* | City* | | <input type="checkbox"/> East | <input type="checkbox"/> North |
| Street #* | | Folio # | <input type="checkbox"/> Northeast | <input type="checkbox"/> Northwest |
| Street Name* | | | <input type="checkbox"/> South | <input type="checkbox"/> Southeast |
| Legal | | | <input type="checkbox"/> Southwest | <input type="checkbox"/> West |
| Zoning* | | Geographical Area* | State* | Zip* |
| Municip Code | | Township/Range | Section | Subdivision# |
| Parcel # | | Business Name | | |
| Map Coordinates* Latitude | | Longitude | | |
| General Information | | | | |
| Short Sale* | | Lender Approval (1 Only)(*Req if Short Sale=Yes) | | Range Price |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | | <input type="checkbox"/> Approved <input type="checkbox"/> Unapproved | | <input type="checkbox"/> Yes |
| Property Description | | | Low List Price(*Req if Range Price=Yes) | Year Built* |
| County Land Use | | | Environmental Audit (1 Only) | |
| Property Condition*(1 Only) | | <input type="checkbox"/> None | | |
| <input type="checkbox"/> Pre-Construction | | <input type="checkbox"/> Phase 1 | | |
| <input type="checkbox"/> New Construction | | <input type="checkbox"/> Phase 2 | | |
| <input type="checkbox"/> Resale | | <input type="checkbox"/> Phase 3 | | |
| <input type="checkbox"/> Under Construction | | <input type="checkbox"/> Unknown | | |
| <input type="checkbox"/> Unknown | | Additional Business Names | | |
| Type of Business* | | | | |
| Style*(Max 3) | | <input type="checkbox"/> Automotive | | |
| <input type="checkbox"/> Building/Trade Service | | <input type="checkbox"/> Bar/Lounge Only | | |
| <input type="checkbox"/> Convenience Store | | <input type="checkbox"/> Business | | |
| <input type="checkbox"/> Gas Sold | | <input type="checkbox"/> Personal/Consumer Service | | |
| <input type="checkbox"/> Medical Service | | <input type="checkbox"/> Farms/Groves/Ranches | | |
| <input type="checkbox"/> Restaurant | | <input type="checkbox"/> Food | | |
| <input type="checkbox"/> Tavern/Bar | | <input type="checkbox"/> Lounge | | |
| <input type="checkbox"/> Franchise | | <input type="checkbox"/> Manufacturing | | |
| <input type="checkbox"/> Marine | | <input type="checkbox"/> Mobile Home Park | | |
| <input type="checkbox"/> Professional Service | | <input type="checkbox"/> Other Style | | |
| <input type="checkbox"/> Storage | | <input type="checkbox"/> Retail | | |
| <input type="checkbox"/> Wholesale | | <input type="checkbox"/> Service | | |
| Sale Includes (Sale) (Max 2) | | <input type="checkbox"/> Business And Building | | |
| <input type="checkbox"/> Business; Building And Land | | <input type="checkbox"/> Other Sale Includes | | |
| <input type="checkbox"/> Business Only | | <input type="checkbox"/> Franchise | | |
| Sale Includes (Incl) (Max 4) | | <input type="checkbox"/> Leases | | |
| <input type="checkbox"/> Furniture/Fixtures | | <input type="checkbox"/> Equipment | | |
| <input type="checkbox"/> License | | <input type="checkbox"/> Inventory | | |
| <input type="checkbox"/> Tools | | <input type="checkbox"/> Machinery | | |
| <input type="checkbox"/> Trade Name | | <input type="checkbox"/> Signs Included | | |
| Type of Building* (Max 3) | | | | |
| <input type="checkbox"/> Commercial Condo | | <input type="checkbox"/> Anchored Center | | |
| <input type="checkbox"/> Hotel/Motel | | <input type="checkbox"/> Executive Suite Complex | | |
| <input type="checkbox"/> Medical Office | | <input type="checkbox"/> Industrial/Manufacturing | | |
| <input type="checkbox"/> Office/Retail | | <input type="checkbox"/> Mobile/Rv Parks | | |
| <input type="checkbox"/> Professional | | <input type="checkbox"/> Office/Warehouse Combination | | |
| <input type="checkbox"/> Retail Space | | <input type="checkbox"/> Recreation Facility | | |
| <input type="checkbox"/> Warehouse Space | | <input type="checkbox"/> Shopping Center | | |
| <input type="checkbox"/> Commercial | | <input type="checkbox"/> Free Standing | | |
| <input type="checkbox"/> Lounge | | <input type="checkbox"/> Office Space | | |
| <input type="checkbox"/> Other Building Type | | <input type="checkbox"/> Restaurant | | |
| <input type="checkbox"/> Store/Warehouse Combination | | | | |

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|--|---|--|
| Location of Property* (Max 4) | | |
| <input type="checkbox"/> Anchored Center | <input type="checkbox"/> Beach Access | <input type="checkbox"/> Central Business District |
| <input type="checkbox"/> City Location | <input type="checkbox"/> Commercial Park | <input type="checkbox"/> Corner Unit |
| <input type="checkbox"/> Corner Lot | <input type="checkbox"/> County Location | <input type="checkbox"/> End Unit |
| <input type="checkbox"/> Location In A Flood Zone | <input type="checkbox"/> Industrial Park | <input type="checkbox"/> Inside Location |
| <input type="checkbox"/> Inside Lot | <input type="checkbox"/> Near Airport | <input type="checkbox"/> Near Seaport |
| <input type="checkbox"/> Other Location | <input type="checkbox"/> Out Parcel | <input type="checkbox"/> In Residential Area |
| <input type="checkbox"/> Shopping Center | <input type="checkbox"/> Waterfront | |
| Ownership (1 Only) | | |
| <input type="checkbox"/> Joint Venture | <input type="checkbox"/> Assets Only | <input type="checkbox"/> Corporation |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Limited Partnership | <input type="checkbox"/> Other Ownership |
| | <input type="checkbox"/> Self Proprietor/Individual | <input type="checkbox"/> Sub-S Corporation |
| Lot Frontage* | | |
| Construction* (Max 4) | | |
| <input type="checkbox"/> Frame Construction | <input type="checkbox"/> Brick Exterior Construction | <input type="checkbox"/> Cbs Construction |
| <input type="checkbox"/> Other Construction | <input type="checkbox"/> Metal Construction | <input type="checkbox"/> Modular Construction |
| <input type="checkbox"/> Stone Exterior Construction | <input type="checkbox"/> Piling Construction | <input type="checkbox"/> Precast Construction |
| | <input type="checkbox"/> Stucco Exterior Construction | |
| Flooring* (Max 3) | | |
| <input type="checkbox"/> Concrete Floors | <input type="checkbox"/> Carpeted Floors | <input type="checkbox"/> Ceramic Floor |
| <input type="checkbox"/> Parquet Floors | <input type="checkbox"/> Marble/Slate Floors | <input type="checkbox"/> Other Floors |
| <input type="checkbox"/> Vinyl Floors | <input type="checkbox"/> Terrazzo Floors | <input type="checkbox"/> Tile Floors |
| | <input type="checkbox"/> Wood Floors | |
| Road Frontage (Max 4) | | |
| <input type="checkbox"/> City | <input type="checkbox"/> County | <input type="checkbox"/> Interstate |
| <input type="checkbox"/> Private | <input type="checkbox"/> State | <input type="checkbox"/> U.S. Hwy |
| Roof Description (Max 3) | | |
| <input type="checkbox"/> Other Roof | <input type="checkbox"/> Barrel Roof | <input type="checkbox"/> Metal Roof |
| <input type="checkbox"/> Steel Joist Roof | <input type="checkbox"/> Pre-Stressed Roof | <input type="checkbox"/> Comp Shingle Roof |
| <input type="checkbox"/> Various Material(s) Roof | <input type="checkbox"/> Tar & Gravel Roof | <input type="checkbox"/> Tile Roof |
| | <input type="checkbox"/> Wood Joist Roof | <input type="checkbox"/> Wood Truss/Rafter |
| Electric Service* (Max 4) | | |
| <input type="checkbox"/> 0-100 Amps | <input type="checkbox"/> 101-200 Amps | <input type="checkbox"/> 110 Volts Power |
| <input type="checkbox"/> Over 200 Amps | <input type="checkbox"/> 220 Volts Power | <input type="checkbox"/> 3 Phase Electric |
| <input type="checkbox"/> 440 Volts Power | <input type="checkbox"/> Other Electric | <input type="checkbox"/> Separate Meters |
| Fire Protection (Max 3) | | |
| <input type="checkbox"/> Smoke Alarm | <input type="checkbox"/> No Fire Protection | <input type="checkbox"/> Other Fire Protection |
| | <input type="checkbox"/> Smoke Detector | <input type="checkbox"/> Sprinklers |
| Approx Lot Size | Security (Max 3) | <input type="checkbox"/> Fenced |
| | <input type="checkbox"/> Motion Detector | <input type="checkbox"/> Security Gate |
| | <input type="checkbox"/> Security Grill Work | <input type="checkbox"/> Security Guard |
| | <input type="checkbox"/> Security Lighting | <input type="checkbox"/> Security System |
| # Parking Spaces* | | |
| Parking Description * | | Licenses (Max 4) |
| <input type="checkbox"/> Assisted | <input type="checkbox"/> Assigned Parking | <input type="checkbox"/> Beer & Wine License |
| <input type="checkbox"/> Common Parking | <input type="checkbox"/> Awning | <input type="checkbox"/> City License |
| <input type="checkbox"/> Free Parking | <input type="checkbox"/> Covered Parking | <input type="checkbox"/> County License |
| <input type="checkbox"/> Garage-Under Building | <input type="checkbox"/> Garage-Ground Level | <input type="checkbox"/> Liquor License |
| <input type="checkbox"/> Handicap Parking | <input type="checkbox"/> Guest Parking | <input type="checkbox"/> No Licenses |
| <input type="checkbox"/> No Boats | <input type="checkbox"/> Loading Spaces | <input type="checkbox"/> Occupational License |
| <input type="checkbox"/> None | <input type="checkbox"/> No Guest Parking | <input type="checkbox"/> Other Licenses |
| <input type="checkbox"/> No Truck/Trailer | <input type="checkbox"/> No Rv | <input type="checkbox"/> Professional License |
| <input type="checkbox"/> Other Parking | <input type="checkbox"/> Off Site Parking | <input type="checkbox"/> State License |
| <input type="checkbox"/> Shared Parking | <input type="checkbox"/> Security | <input type="checkbox"/> Trade License |
| <input type="checkbox"/> Valet Parking | <input type="checkbox"/> Street Parking | |

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|---|--|---|-------------|
| Road Type (Max 2) | | <input type="checkbox"/> Three Lane <input type="checkbox"/> Interchange <input type="checkbox"/> Two Lane | |
| <input type="checkbox"/> Divided <input type="checkbox"/> No Road | | <input type="checkbox"/> Four Lane <input type="checkbox"/> One Way | |
| Rail Description (Max 2) | | <input type="checkbox"/> Mainline <input type="checkbox"/> Siding <input type="checkbox"/> No Rail Service <input type="checkbox"/> Spur | |
| Year Business Established* | Training Available <input type="checkbox"/> Yes <input type="checkbox"/> No | Annual Base Rate (1 Only) | |
| # Employees | Building/Business SqFt | <input type="checkbox"/> Up To \$5.00 Bas/Ft <input type="checkbox"/> \$5.01- \$7.00 Bas/Ft <input type="checkbox"/> \$7.01- \$9.00 Bas/Ft <input type="checkbox"/> \$9.01- \$11.00 Bas/Ft <input type="checkbox"/> \$11.01- \$13.00 Bas/Ft <input type="checkbox"/> \$13.01- \$17.00 Bas/Ft <input type="checkbox"/> \$5.01- \$7.00 Bas/Ft <input type="checkbox"/> \$9.01- \$11.00 Bas/Ft <input type="checkbox"/> Over \$17.00 Bas/Ft <input type="checkbox"/> Other Annual Base Rate | |
| # Days Open | | | |
| Hours Open (1 Only) | | Maximum Door Height (1 Only) | |
| <input type="checkbox"/> 7 Hours Or Less <input type="checkbox"/> 8 Hours <input type="checkbox"/> 9 Hours <input type="checkbox"/> 10 Hours <input type="checkbox"/> 11 Hours <input type="checkbox"/> 12 Hours <input type="checkbox"/> 24 Hours <input type="checkbox"/> Varies | | <input type="checkbox"/> Door Ht 0-8' <input type="checkbox"/> Door Ht 10-12' <input type="checkbox"/> Door Ht 12+ <input type="checkbox"/> Door Ht 8-10' | |
| SqFt Occupied* | # Seats | # Offices | Dock Height |
| Improvement Height (1 Only) | | # Loading Doors | |
| <input type="checkbox"/> 1 Story <input type="checkbox"/> 2 Stories <input type="checkbox"/> 3 Stories <input type="checkbox"/> 4 Stories <input type="checkbox"/> 5 Stories <input type="checkbox"/> 6-9 Stories <input type="checkbox"/> Other Improvement Height <input type="checkbox"/> 10-14 Stories <input type="checkbox"/> 15-18 Stories <input type="checkbox"/> 19-25 Stories <input type="checkbox"/> 26+ Stories | | | |
| Column Span (1 Only) | <input type="checkbox"/> Span 10-15' <input type="checkbox"/> Span 16-20' <input type="checkbox"/> Span 21-28' <input type="checkbox"/> Span 29-40' <input type="checkbox"/> Span 41+' <input type="checkbox"/> Varied Column Span <input type="checkbox"/> Unknown | | |
| Lease Term Remaining(Max 2) | <input type="checkbox"/> 1-3 Years <input type="checkbox"/> 4-6 Years <input type="checkbox"/> 7-10 Years <input type="checkbox"/> Month To Month Lease <input type="checkbox"/> No Lease Terms Remaining <input type="checkbox"/> Options Available <input type="checkbox"/> Other Lease Terms <input type="checkbox"/> Vacant | | |
| Lease Expiration Date | Miles to Expressway | # Tenants | # Meters |
| Renewal Option | Miles to Beach | # Toilets | AC % |
| Remarks | | | |
| Remarks - 800 characters maximum (including spaces and punctuation) | | | |
| Directions* - 255 characters maximum (including spaces and punctuation) | | | |
| Broker Remarks - 765 characters maximum (including spaces and punctuation) | | | |

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Supplement Remarks - 1000 characters maximum (including spaces and punctuation)

Additional Information

Information Available (Max 8)

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> Additional Assessment | <input type="checkbox"/> Books & Records | <input type="checkbox"/> Aerial Photo(s) | <input type="checkbox"/> Appraisal |
| <input type="checkbox"/> Deed | <input type="checkbox"/> Drawings | <input type="checkbox"/> Bylaws And Documents | <input type="checkbox"/> Contracts |
| <input type="checkbox"/> Financial Statement | <input type="checkbox"/> Full Apod | <input type="checkbox"/> Environment Study | <input type="checkbox"/> Equipment Inventory |
| <input type="checkbox"/> Copy Of Lease(s) | <input type="checkbox"/> Other Available Information | <input type="checkbox"/> Investment Analysis | <input type="checkbox"/> Inventory |
| <input type="checkbox"/> Personal Property Inventory | | <input type="checkbox"/> Photos | <input type="checkbox"/> Owner Managed |
| <input type="checkbox"/> Site Plans | <input type="checkbox"/> Soil Test | <input type="checkbox"/> Stock Inventory | <input type="checkbox"/> Rent Rolls |
| <input type="checkbox"/> Tax Return | <input type="checkbox"/> Title/Abstracts | <input type="checkbox"/> Topography | <input type="checkbox"/> Existing Survey |
| | | | <input type="checkbox"/> Training Program |

Miscellaneous Information (Max 16)

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Clear Span | <input type="checkbox"/> Coffee Shop | <input type="checkbox"/> Airport Access | <input type="checkbox"/> Clearing Required |
| <input type="checkbox"/> Computer Wiring | <input type="checkbox"/> Conveyor System | <input type="checkbox"/> Columns | <input type="checkbox"/> Compressor |
| <input type="checkbox"/> Fenced Area | <input type="checkbox"/> Fill Required | <input type="checkbox"/> Elevator | <input type="checkbox"/> Entertainment |
| <input type="checkbox"/> Furniture Leased | <input type="checkbox"/> Bottled Gas | <input type="checkbox"/> Freight Elevator | <input type="checkbox"/> Fuel Pump |
| <input type="checkbox"/> Handicap Accessible | <input type="checkbox"/> Inside Corridors | <input type="checkbox"/> Compressed Natural Gas | <input type="checkbox"/> Natural Gas |
| <input type="checkbox"/> Kitchen Facilities | <input type="checkbox"/> Landscaped | <input type="checkbox"/> Some Items Leased | <input type="checkbox"/> Janitorial Service |
| <input type="checkbox"/> Lobby | <input type="checkbox"/> Cocktail Lounge | <input type="checkbox"/> Laundry Facilities | <input type="checkbox"/> Truck/Loading Dock |
| <input type="checkbox"/> Washer(s) Leased | <input type="checkbox"/> Lawn Sprinkler-City Water | <input type="checkbox"/> Dryer(s) Leased | <input type="checkbox"/> Tv(s) Leased |
| <input type="checkbox"/> Median Cut | <input type="checkbox"/> Meeting Rooms | <input type="checkbox"/> Lawn Sprinkler-Canal/Lake | <input type="checkbox"/> Lawn Sprinkler-Well Water |
| <input type="checkbox"/> No Lawn Sprinklers | <input type="checkbox"/> Office | <input type="checkbox"/> Manager On Premises | <input type="checkbox"/> No Drainage |
| <input type="checkbox"/> Outside Storage | <input type="checkbox"/> Overhead Crane | <input type="checkbox"/> Open Storage | <input type="checkbox"/> Other Miscellaneous |
| <input type="checkbox"/> Paneling | <input type="checkbox"/> Plumbed For Medical | <input type="checkbox"/> Overhead Doors | <input type="checkbox"/> Owner Help Accommodate |
| <input type="checkbox"/> Public Restrooms | <input type="checkbox"/> Rear Access | <input type="checkbox"/> Pool | <input type="checkbox"/> Private Restrooms |
| <input type="checkbox"/> On Site Retention | <input type="checkbox"/> Room For Pool | <input type="checkbox"/> Reception Area | <input type="checkbox"/> Restaurant |
| <input type="checkbox"/> Showroom | <input type="checkbox"/> Spray Booth | <input type="checkbox"/> Separate Office Area | <input type="checkbox"/> Separate Warehouse Area |
| <input type="checkbox"/> Termite Board | <input type="checkbox"/> Automobile Traffic | <input type="checkbox"/> Storage | <input type="checkbox"/> Storm Sewers |
| <input type="checkbox"/> Medium Traffic | <input type="checkbox"/> Pedestrian Traffic | <input type="checkbox"/> Heavy Traffic | <input type="checkbox"/> Light Traffic |
| | | <input type="checkbox"/> Water Tower | |

Utility Info

Heating Description (Max 4)

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> Central Electric | <input type="checkbox"/> Central Gas | <input type="checkbox"/> Central Building A/C | <input type="checkbox"/> Central Individual A/C |
| <input type="checkbox"/> Exhaust Fans | <input type="checkbox"/> Floor Furnace | <input type="checkbox"/> No Heat | <input type="checkbox"/> Other |
| <input type="checkbox"/> Reverse Cycle | <input type="checkbox"/> Solar Heat | <input type="checkbox"/> Gas Space Heater | <input type="checkbox"/> Oil Space Heater |
| <input type="checkbox"/> Wall/Window Units | <input type="checkbox"/> Wall Furnace | | |

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|---|--|--|---------------------------|---|------------------------------|
| Water Description (Max 3) <input type="checkbox"/> Other <input type="checkbox"/> Public Water <input type="checkbox"/> Well Water | | Cooling Description (Max 4) <input type="checkbox"/> Central Building A/C <input type="checkbox"/> Exhaust Fans <input type="checkbox"/> Other <input type="checkbox"/> Wall/Window Unit Cooling | | <input type="checkbox"/> Central Individual A/C <input type="checkbox"/> No Cooling <input type="checkbox"/> Reverse Cycle | |
| Sewer Description* (Max 3) <input type="checkbox"/> Other Sewer <input type="checkbox"/> Public Sanitation <input type="checkbox"/> Septic Tank | | | | | |
| Financial/Office Information | | | | | |
| Terms Considered (Max 4) <input type="checkbox"/> USDA <input type="checkbox"/> Cryptocurrency <input type="checkbox"/> Secondary Financing <input type="checkbox"/> Lease Option | | <input type="checkbox"/> Assumption <input type="checkbox"/> Cash Only <input type="checkbox"/> Exchange <input type="checkbox"/> Owner Financing | | <input type="checkbox"/> Cash <input type="checkbox"/> Conventional/Refinance <input type="checkbox"/> Lease Purchase <input type="checkbox"/> Other Terms | |
| Loan Assumable (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No | | Assumable Chattel Balance* | Insurance Expense* | | Total Assumable Loan* |
| Annual Gross Sales* | | Gross Operating Income | | Other Income | Gross Rent |
| Assessor's Market Value | | Net Operating Income | | Total Mortgage* | Fixture Value |
| Inventory Value | | Annual Total Expenses | | Inc/Exp Statement Period* | Cost of Sale |
| Source of Expenses* (Max 4) <input type="checkbox"/> Accountant Provided <input type="checkbox"/> Audited <input type="checkbox"/> Owner May Show Books <input type="checkbox"/> Information Limited <input type="checkbox"/> None <input type="checkbox"/> Other Source Of Expenses <input type="checkbox"/> Owner Provided <input type="checkbox"/> Projected Pro-Forma <input type="checkbox"/> Tax Return | | | | | |
| Possession Information (Max 2) <input type="checkbox"/> Before Closing <input type="checkbox"/> Negotiable <input type="checkbox"/> Quick Closing | | <input type="checkbox"/> At Closing <input type="checkbox"/> Post Closing <input type="checkbox"/> Funding <input type="checkbox"/> Long Closing Preferred <input type="checkbox"/> Other <input type="checkbox"/> Subject To Lease <input type="checkbox"/> Lease Back | | Tax Amount* Tax Year* | |
| Special Information (Max 3) <input type="checkbox"/> Bank Owned Property <input type="checkbox"/> City Jurisdiction <input type="checkbox"/> Corporation Owned Property <input type="checkbox"/> County Jurisdiction <input type="checkbox"/> Deed Restrictions <input type="checkbox"/> Disclosure | | <input type="checkbox"/> Easement(S) <input type="checkbox"/> Environmental Restrictions <input type="checkbox"/> Flood Zone <input type="checkbox"/> Foreign Seller <input type="checkbox"/> Institution Owned Property <input type="checkbox"/> Lease Back Available <input type="checkbox"/> No Survey <input type="checkbox"/> Other Special Info | | <input type="checkbox"/> Plan Approval Required <input type="checkbox"/> Potential Tear Down <input type="checkbox"/> Presently Leased <input type="checkbox"/> Rezoning Required <input type="checkbox"/> Subject To Impact Fees <input type="checkbox"/> Title Insurance Policy Available <input type="checkbox"/> Use Conforms To Zoning <input type="checkbox"/> Wheelchair Designed | |
| Expenses Include (Max 14) <input type="checkbox"/> Accounting/Legal <input type="checkbox"/> Advertising <input type="checkbox"/> Electricity <input type="checkbox"/> Gas/Oil <input type="checkbox"/> Janitorial Service <input type="checkbox"/> Licenses & Permits <input type="checkbox"/> Miscellaneous | | <input type="checkbox"/> Other Expenses Included <input type="checkbox"/> Payroll <input type="checkbox"/> Phone <input type="checkbox"/> Personal Property Tax <input type="checkbox"/> Property Insurance <input type="checkbox"/> Property Management <input type="checkbox"/> Real Estate Tax | | <input type="checkbox"/> Rent <input type="checkbox"/> Repairs & Maintenance <input type="checkbox"/> Reserves For Replacement <input type="checkbox"/> Supplies <input type="checkbox"/> Trash Removal <input type="checkbox"/> Utilities/Telephone <input type="checkbox"/> Water/Sewer | |

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| Auction (*All Fields Req if Auction=Yes) | | | | |
|--|---|---|--|---|
| Auction?* <input type="checkbox"/> Yes <input type="checkbox"/> No | Absolute <input type="checkbox"/> Yes <input type="checkbox"/> No | Non Published Reserve <input type="checkbox"/> Yes <input type="checkbox"/> No | Online <input type="checkbox"/> Yes <input type="checkbox"/> No | Pre-Auction <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Auction Date | | Publish Reserve | LP is the req'd dep to bid | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Post Period | | Contact Name | | |
| Live Date | | Contact Phone | | |
| Agent & Office Information | | | | |
| List Agent MLS ID* | | Agent Name* | | |
| Office Name* | | | Office MLS ID* | |
| List Agent Direct Work Phone | | | Office Phone* | |
| Office Fax | | List Agent Alt Phone | | |
| Agent Email* | | | | |
| Co-Agent MLS ID | | Co-Agent Name | | |
| Co-Office Name | | | Co-Office MLS ID | |
| Co-Agent Phone | | | Co-Office Phone | |
| Co-List Agent Email | | | | |
| Compensation and Misc Information | | | | |
| IDX <input type="checkbox"/> Yes <input type="checkbox"/> No | Internet* <input type="checkbox"/> Yes <input type="checkbox"/> No | AVM* <input type="checkbox"/> Yes <input type="checkbox"/> No | Occupancy Information* <input type="checkbox"/> Call Listing Agent <input type="checkbox"/> Owner Occupied <input type="checkbox"/> Tenant Occupied <input type="checkbox"/> Vacant | |
| Blogging* <input type="checkbox"/> Yes <input type="checkbox"/> No | Address on Internet* <input type="checkbox"/> Yes <input type="checkbox"/> No | Any Broker Advertise <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Listing Type* (1 Only) <input type="checkbox"/> Exclusive Agency <input type="checkbox"/> Exclusive With Exceptions <input type="checkbox"/> Exclusive Right <input type="checkbox"/> Exclusive Variable <input type="checkbox"/> Limited Representation <input type="checkbox"/> Limited Service | List Date* | Expiration Date* | Owners Name | |
| | | | Owners Number | |
| | Compensation Trans Broker* | | | |
| | Compensation Buyers Agent* | | | |
| | Compensation Non-Rep* | | | |
| | Variable/Dual Rate* <input type="checkbox"/> Yes <input type="checkbox"/> No | | Owner Agent* <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Showing Instructions* (Max 3) <input type="checkbox"/> Appointment Only <input type="checkbox"/> Call Listing Office <input type="checkbox"/> Courtesy Key <input type="checkbox"/> Elect Lockbox-No Appointment <input type="checkbox"/> Key In Listing Office <input type="checkbox"/> Lockbox-No Appointment <input type="checkbox"/> Notify Guard <input type="checkbox"/> Showing Time | <input type="checkbox"/> 24 Hour Notice <input type="checkbox"/> See Broker Remarks <input type="checkbox"/> Call List Agent For Owner Phone <input type="checkbox"/> Elect Lockbox-Call List Agent <input type="checkbox"/> Elect Lockbox - Call Owner <input type="checkbox"/> Lockbox-Call List Agent <input type="checkbox"/> Model Call Listing Office <input type="checkbox"/> Other Showing Instruction | <input type="checkbox"/> Alarm On <input type="checkbox"/> Call Listing Agent <input type="checkbox"/> Call List Agent For Tenant Phone <input type="checkbox"/> Elect Lockbox - Call List Office <input type="checkbox"/> Gate Code <input type="checkbox"/> Lockbox-Call List Office <input type="checkbox"/> No Sign <input type="checkbox"/> Pet On Premises | | |
| Virtual Tour/Web Link/Photos Information | | | | |
| Agent/Office Web Address (URL) | | | | |
| Virtual Tour, Unbranded | | | | |
| Virtual Tour, Branded | | | | |
| Photo Instructions* | | <input type="checkbox"/> Realtor to Upload Images 1-35 | | |

**See General Appendix for Additional Instructions and References.