

ADDRESS: _____ **MLS #:** _____ (System assigns)

Mentor Listing Realty, Inc. -- Residential Listing Input

***Indicates required field**

OFFICE FILE NUMBER: _____ ***Electronic Key Box Y/N** **Key Box Serial #** _____

***OFFICE ID#:** 952 ***AGENT ID #:** 9112 **Co-Office ID #:** _____ **Co-Agent ID #:** _____

***PROPERTY SUBTYPE(S):** _____ Single Family Detach _____ Condominium _____ Twnhse/Half Duplex

***AREA:** _____ ***SUBDIVISION:** _____ **COUNTY:** _____ ***APN /Key#:** _____

STREET #: _____ **DIRECTION** (East, West etc) *** STREET NAME:** _____

SUFFIX (St., Rd., etc.): _____ **POST DIRECTION** (East, West, etc.): _____ **UNIT #:** _____

***CITY:** _____ ***ZIP:** _____ - **CROSS STREET:** _____

***LISTING PRICE:** _____ ***PROPERTY STATUS:** Active

***AGREEMENT TYPE:** Exclusive Right to Sell Exclusive Agency Listing **PUBLIC VIEWABLE:** Y/N ***SHOW ADDRESS TO PUBLIC:** Y/N

PICTURE PROVIDED BY: Agent Photographer Both **PHOTOGRAPHER INSTRUCTIONS** _____

***COMMISSION TO SALES OFFICE:** _____ Percent / Flat \$ ***VARIABLE RATE:** Y/N **Comments** _____

***BEDROOMS #** _____ ***BATHROOMS #** _____ ***SQ. FT.:** _____ ***SQ. FT. SOURCE:** _____

LOT SIZE: _____ Sq. Ft./Acres **LOT SIZE SOURCE** _____ **YEAR BUILT** _____

***LISTING DATE** _____ ***EXPIRATION DATE:** _____

OWNER NAME: _____ **OWNER PHONE:** _____ **OCCUPANT TYPE:** Owner Tenant Vacant

OCCUPANT NAME _____ **PHONE TO SHOW:** _____

SHOWING INSTRUCTIONS:

VIRTUAL MEDIA URL: _____

DIRECTIONS TO PROPERTY (250 Characters Max):

ANNUAL TAX AMOUNT: _____

HOA/POA- Annual Amount: \$ _____ **HOA/POA- Monthly Amount:** \$ _____

***LEGAL DESCRIPTION 1:** _____

LEGAL DESCRIPTION 2: _____

ZONING: _____ ***TOWNSHIP:** _____ ***LOT DIMENSIONS:** _____

***EXEMPTION:** Y / N **Comment** _____

NEW CONSTRUCTION: Never Occupied Under Construction Proposed Construction

***SEND LISTINGS TO SITE:** Realtor.com YES / NO

***Garage # of Cars** _____

***Total # of Fireplaces** _____

***Basement** Y / N

***Grade-Level walkout basement** Y / N

***Crawl** Y / N

***Slab** Y / N

***Sewer** Y / N

***Septic** Y / N

***Municipal Water** Y / N

***Well** Y / N

***Central Air** Y / N

***Agent Owned / Interest** Y / N

***Earnest Money Deposit:** \$ _____

***Possession:** _____

Grade School: _____

Junior High School: _____

High School: _____

PHOTOGRAPH REPRINT :
Value

3 x 5 Color _____

5 x 7 Color _____

8 x 10 Color _____

Did the seller acquire ownership of the property during the past 5 years

at a tax sale, Sheriff's sale, any judicial sale, or mortgage foreclosure proceeding? Y / N

If so, does seller have insurable and marketable title to said property? Y / N

Owner hereby states that they have read this listing input sheet and that the information given is true and accurate to the best of their knowledge and belief. By signature below, the parties acknowledge that a signed copy of this form will be furnished to the owner.

Owner _____ **SIGN HERE** _____ Date

Owner _____ Date

Sales Agent/Broker/REALTOR® _____ Date

THIS INFORMATION IS UNVERIFIED AND NOT GUARANTEED BY BROKER OR MLS

ROOM SIZES & LEVELS:

	(Key Choices)			(*Comments — 20 Characters Max)
LIV. RM:	Length _____	Width _____	Level _____	Comment _____
DIN. RM:	Length _____	Width _____	Level _____	Comment _____
KITCHEN:	Length _____	Width _____	Level _____	Comment _____
REC RM:	Length _____	Width _____	Level _____	Comment _____
MAIN BDRM:	Length _____	Width _____	Level _____	Comment _____
2nd BDRM:	Length _____	Width _____	Level _____	Comment _____
3rd BDRM:	Length _____	Width _____	Level _____	Comment _____
4th BDRM:	Length _____	Width _____	Level _____	Comment _____
Addl. Rm. 1	Length _____	Width _____	Level _____	Comment _____
Addl. Rm. 2	Length _____	Width _____	Level _____	Comment _____
Addl. Rm. 3	Length _____	Width _____	Level _____	Comment _____

* _____ **Total # of Rooms**

• Additional Room Choices: 6th Bedroom, Breakfast Room, Den, Sun Room, Library, Utility Room, Enclosed Porch, Foyer, Great Room, Laundry, Office, Recreation Room, Screen Porch, Other Screen Porch, Library, Utility Room, Other

MARKETING REMARKS (1000 Characters Max)

AGENT ONLY REMARKS (500 Characters Max)

APPROX. SQUARE FOOTAGE	*FINISHED & UNFINISHED GROSS TOTAL	*FINISHED SQUARE FT.
UPPER LEVEL SQ. FT.		
MAIN LEVEL SQ. FT.		
LOWER LEVEL SQ. FT.		
TOTAL ALL LEVELS LESS BSMT.		
BASEMENT SQ. FT.		
*TOTAL ALL LEVELS FINISHED INCLUDING BSMT.		

***BATHROOMS: VALUE**
Upper Full
Main Full
Lower Full
Basement Full
***TOTAL FULL BATHS**
Upper 3/4
Main 3/4
Lower 3/4
Basement 3/4
TOTAL 3/4 BATHS
Upper 1/2
Main 1/2
Lower 1/2
Basement 1/2
***TOTAL 1/2 BATHS**

***TOTAL BATHS**

(5) *Lot Description:

_____ Acreage _____ Corner Lot _____ Cul-de-sac Lot _____ Curbs _____ Golf Course Lot _____ Horses Allowed _____ Lake Front Lot
 _____ Lake View Lot _____ Landscaped _____ Wooded _____ River Front Lot _____ Creek/Stream _____ Sprinkling Well
 _____ Pond _____ Water Rights _____ Paved Street Access _____ Gravel Road Access _____ Sidewalks _____ Tennis Court
 _____ Nearly Level _____ Hilly _____ Sloping _____ Other _____ None

(6) * Interior Features:

_____ Atrium _____ Wet Bar _____ Dry Bar _____ Cath/Vault Ceilings _____ Cedar Closet _____ Den/Office
 _____ Main Floor Laundry _____ Main Floor Bedroom _____ Main Floor Bathroom _____ Formal Dining Room _____ FP Living/Great
 Room _____ FP Rec. Room _____ FP Gathering Room _____ FP Main Bedroom _____ FP Lower Level _____ Great Room _____ Whirlpool
 Tub _____ Related Living _____ Finished Laundry Room _____ Main Bdrm. Bath _____ Sauna/Steam Rm. _____ Skylight(s) _____ None

(7) *Appliances:

_____ Dishwasher-Built In _____ Dishwasher-Portable _____ Disposal _____ Dryer _____ Exhaust (kitchen) _____ Freezer _____ Microwave
 _____ Double Oven-Built In _____ Single Oven-Built In _____ Gas Range-Built In _____ Elec. Range-Built In
 _____ Gas Range-Portable _____ Elec. Range-Portable _____ Refrigerator _____ Trash Comp.-Built In _____ Trash Comp-Portable
 _____ Washer _____ Range Hood _____ Water Softner-Owned _____ Water Softner-Rented _____ Window/Wall Air Condition
 _____ Other _____ No Appliances **Utilities On / Off**

(8) *Equipment:

_____ Cable TV Hookup _____ Central Vacuum _____ Intercom _____ Roof Vent Fan _____ Security System _____ Satellite Dish
 _____ Electric Air Cleaner _____ Passive Air Cleaner _____ Furnace Humidifier _____ Whole House Fan _____ Sump Pump
 _____ Pool Equipment _____ Garage Furnace _____ Other _____ None

1) *Property Design:

_____ Bi-Level/Raised Lev. _____ Tri Level _____ Quad Level _____ Multi Lev. (Over 4)
 _____ Ranch/1 Sty/Bungalow _____ Hillside Ranch _____ 1.5 Sty/Cape Cod
 _____ 2 Story _____ 3 Story _____ 4 Story _____ Cottage _____ Dome _____ Mobile Home
 _____ Modular/Manufactured _____ Cluster/Patio _____ Other _____ Condo
 _____ 1/2 Duplex _____ Townhome _____ Coach Home _____ None

(2) *Garage Description:

_____ Attached _____ Detached _____ Car Port _____ Side Drive _____ Built In
 _____ Heated _____ Garage Door Opener _____ Off Street _____ Other _____ None

(3) *Exterior:

_____ Aluminum Siding _____ Composition Shingle _____ Brick _____ Cedar
 _____ Cement Block _____ Clapboard _____ Log _____ Masonite _____ Redwood
 _____ Shakes _____ Stone _____ Stucco _____ Vinyl _____ Wood _____ Other
 _____ None

(4) * Exterior Features:

_____ Balcony _____ Barn _____ Boat Dock/Mooring _____ Boathouse/Storage
 _____ Fenced Yard _____ Gas Grill _____ Landscape Lighting _____ Gazebo
 _____ Greenhouse _____ Hot Tub _____ Patio _____ In Ground Pool
 _____ Above Ground Pool _____ Pool House _____ Covered Porch
 _____ Pole Barn _____ Screen Porch _____ Enclosed Porch _____ Storage Shed
 _____ In Ground Sprinkler _____ Barrier Free Access _____ Deck _____ Tennis Court
 _____ Guarded Entry _____ Gated Entry _____ Other _____ Storage _____ None

(9) *Heat Type:

_____ Natural Gas _____ Electric _____ Oil _____ Propane Gas _____ Steam
 _____ Solar _____ Radiant/Radiator _____ Geothermal _____ Wood Burning Furn.
 _____ Wood Burning Stove _____ Other _____ None

(10) *Heat System:

_____ Forced Air _____ Baseboard _____ Hot Water _____ Heat Pump _____ Gravity
 _____ Space Heater _____ Other _____ None

(11) *Annual Maintenance Include:

_____ Heat _____ Water _____ Scavenger _____ Common Insurance _____ Security
 _____ Maintenance _____ Air Conditioner _____ Electricity _____ Gas _____ Recycle
 _____ Snow Removal _____ Lawn Maintenance _____ None

(12) *Possible Financing:

_____ Assumable _____ Cash _____ Contract _____ Conventional
 _____ Insured Conventional _____ FHA _____ FMHA _____ Lease/Purchase
 _____ Owner Assisted _____ VA _____ Other

(13) Misc. Features:

_____ REO (HUD, Bank Owned, etc.) _____ Fixer-Upper _____ Corporate/Relocation

[Proceed to (5) Lot Description]