

• Indicates Required information ( ) Indicates Maximum Choice

**LISTING #**

**ADDRESS**

• **County** \_\_\_\_\_ • **City** \_\_\_\_\_ • **ZIP Code** \_\_\_\_\_ + 4

• **Area** \_\_\_\_\_ • **Community/District** \_\_\_\_\_

• **Street # (HSN)** \_\_\_\_\_ **Modifier** \_\_\_\_\_ **Direction** \_\_\_\_\_ • **Street Name** \_\_\_\_\_

**Suffix** \_\_\_\_\_ **Post Direction** \_\_\_\_\_ **Unit #** \_\_\_\_\_

**LISTING**

\$ \_\_\_\_\_

• **Listing Price** \_\_\_\_\_ • **Listing Date** \_\_\_\_\_ • **Expiration Date** \_\_\_\_\_ • **Tax ID#** \_\_\_\_\_ • **Preliminary Title Ordered** \_\_\_\_\_

• **Offers (1)**  
 Seller intends to review offers upon receipt  
 Seller to review offers on Offer Review Date (may review/accept sooner)

**Offer Review Date** \_\_\_\_\_ (required if 2nd "Offers" option is selected)  
**FIRPTA withholding required?** \_\_\_\_\_

**LOCATION**

\_\_\_\_\_

**Lot Number** \_\_\_\_\_ **Block** \_\_\_\_\_ **Plat/Subdivision/Building Name** \_\_\_\_\_

**MAP BOOK** \_\_\_\_\_ **Map Page** \_\_\_\_\_ **Top Map Coord.** \_\_\_\_\_ **Side Map Coord.** \_\_\_\_\_

**PROPERTY INFORMATION**

• **Prohibit Blogging** \_\_\_\_\_ • **Allow Automated Valuation** \_\_\_\_\_ • **Show Map Link** \_\_\_\_\_ • **Internet Advertising** \_\_\_\_\_ • **Show Address to Public** \_\_\_\_\_

• **SOC (Selling Office Com.)** \_\_\_\_\_ **Selling Office Commission Comments (40 characters maximum)** \_\_\_\_\_

• **Year Built** \_\_\_\_\_ **Effective Year Built** \_\_\_\_\_ **Effective Year Built Source** \_\_\_\_\_

**ASF - Total (Square Feet)** \_\_\_\_\_ • **Lot Size (Square Feet)** \_\_\_\_\_ • **Lot Size Source** \_\_\_\_\_

**Virtual Tour URL** (Please include http:// or https://) \_\_\_\_\_

**BROKER INFORMATION**

• **LAG** \_\_\_\_\_ **Broker Name and Phone** \_\_\_\_\_ **Listing Firm - ID#** \_\_\_\_\_ **Firm Name and Phone** \_\_\_\_\_  
Listing Broker ID#

**Co Broker - ID#** \_\_\_\_\_ **Co Broker Name and Phone** \_\_\_\_\_ **Co Firm- ID#** \_\_\_\_\_ **Co Firm Name and Phone** \_\_\_\_\_

**LISTING INFORMATION**

**Zoning Jurisdiction** \_\_\_\_\_ • **Form 17** \_\_\_\_\_ **Right of First Refusal** \_\_\_\_\_ • **Common Interest Cmty (RCW 64.90)** \_\_\_\_\_

• **Possession (3)**  
 Closing  
 Negotiable  
 See Remarks  
 Sub. Tenant's Rights

• **Showing Information (10)**  
 Appointment  
 Call Listing Office  
 Day Sleeper  
 Gate Code Needed  
 MLS Keybox  
 Other Keybox  
 Owner-Call First

Pet in House  
 Power Off  
 Renter-Call First  
 Security System  
 See Remarks  
 Vacant

• **Potential Terms (10)**  
 Assumable  
 Cash Out  
 Conventional  
 Farm Home Loan  
 FHA  
 Lease/Purchase

Owner Financing  
 Rehab Loan  
 See Remarks  
 State Bond  
 USDA  
 VA

**General Zoning Class. (6)**  
 Agricultural  
 Business  
 Commercial  
 Farm & Ranch  
 Forestry  
 Industrial

Industrial-Light  
 Multi-Family  
 Office  
 Residential  
 Retail  
 See Remarks

• **Total Rentable SqFt.** \_\_\_\_\_ • **No. Stories in Bldg** \_\_\_\_\_ • **Units Below Grade** \_\_\_\_\_ **Total No. of Units** \_\_\_\_\_ **Annual Assoc. Dues** \$ \_\_\_\_\_

INITIALS: \_\_\_\_\_  
 Seller \_\_\_\_\_ Date \_\_\_\_\_ Seller \_\_\_\_\_ Date \_\_\_\_\_ Broker \_\_\_\_\_ Date \_\_\_\_\_

SCHOOL & OWNER INFO.		Listing Address:	LAG #
<b>• School District</b>	Elementary School	Junior High/Middle School	Senior High School
<b>Water Company</b>	<b>Power Company</b>	<b>Sewer Company</b>	<b>Water Source (3)</b> <input type="checkbox"/> Community <input type="checkbox"/> See Remarks <input type="checkbox"/> Individual Well <input type="checkbox"/> Shared Well <input type="checkbox"/> Lake <input type="checkbox"/> Shares <input type="checkbox"/> Private <input type="checkbox"/> Well Needed <input type="checkbox"/> Public
<b>• Owner Name</b>	<b>Owner Name 2</b>	<b>• Owner's Phone</b>	
<b>• Owner's City and State</b>	<b>Occupant's Name</b>	<b>• Occupant Type</b>	<b>• Phone to Show</b>
	<b>• Bank Owned/REO</b>	<b>• 3rd Party Aprvl Req. (2)</b> <input type="checkbox"/> None <input type="checkbox"/> Short Sale <input type="checkbox"/> Other - See Remarks	<b>• Auction</b>

SITE INFORMATION			
<b>Lot Details (7)</b> <input type="checkbox"/> Alley <input type="checkbox"/> Comm. Golf Course <input type="checkbox"/> Corner Lot <input type="checkbox"/> Cul-de-sac <input type="checkbox"/> Curbs <input type="checkbox"/> Dead End Street <input type="checkbox"/> High Voltage Line <input type="checkbox"/> Open Space <input type="checkbox"/> Paved Street <input type="checkbox"/> Secluded <input type="checkbox"/> Sidewalk <input type="checkbox"/> Value in Land	<b>Waterfront (5)</b> <input type="checkbox"/> Bank-High <input type="checkbox"/> Bank-Low <input type="checkbox"/> Bank-Medium <input type="checkbox"/> Bay <input type="checkbox"/> Bulkhead <input type="checkbox"/> Canal <input type="checkbox"/> Creek <input type="checkbox"/> Jetty <input type="checkbox"/> Lake <input type="checkbox"/> No Bank <input type="checkbox"/> Ocean <input type="checkbox"/> River <input type="checkbox"/> Saltwater <input type="checkbox"/> Sound <input type="checkbox"/> Strait	<b>Site Features (14)</b> <input type="checkbox"/> Arena-Indoor <input type="checkbox"/> Arena-Outdoor <input type="checkbox"/> Athletic Court <input type="checkbox"/> Barn <input type="checkbox"/> Boat House <input type="checkbox"/> Cabana/Gazebo <input type="checkbox"/> Cable TV <input type="checkbox"/> Deck <input type="checkbox"/> Disabled Access <input type="checkbox"/> Dock <input type="checkbox"/> Dog Run <input type="checkbox"/> Fenced-Fully <input type="checkbox"/> Fenced-Partially <input type="checkbox"/> Gas Available <input type="checkbox"/> Gated Entry <input type="checkbox"/> Green House <input type="checkbox"/> High Speed Internet <input type="checkbox"/> Hot Tub/Spa <input type="checkbox"/> Outbuildings <input type="checkbox"/> Patio <input type="checkbox"/> Propane <input type="checkbox"/> RV Parking <input type="checkbox"/> Shop <input type="checkbox"/> Sprinkler <input type="checkbox"/> Stable	
<b>Lot Dimensions (Feet)</b>	<b>Pool</b>	<b>Aprvd # of Bedrooms</b>	<b>• Sewer (2)</b> <input type="checkbox"/> Available <input type="checkbox"/> Sewer Connected <input type="checkbox"/> Septic
<b>View (6)</b> <input type="checkbox"/> Bay <input type="checkbox"/> Canal <input type="checkbox"/> City <input type="checkbox"/> Golf Course <input type="checkbox"/> Jetty <input type="checkbox"/> Lake <input type="checkbox"/> Mountain <input type="checkbox"/> Ocean <input type="checkbox"/> Partial <input type="checkbox"/> River <input type="checkbox"/> See Remarks <input type="checkbox"/> Sound <input type="checkbox"/> Strait <input type="checkbox"/> Territorial	<b>• No. of Carport Spaces</b>	<b>• No. of Garage Spaces</b>	<b>• No. of Uncovered Spaces</b>
			<b>• Total No. of Parking Spaces</b>

BUILDING INFORMATION			
<b>• New Construction</b>	New Construction State	• Style Code	<b>Foundation (3)</b> <input type="checkbox"/> Concrete Block <input type="checkbox"/> Post & Pillar <input type="checkbox"/> Slab <input type="checkbox"/> Concrete Ribbon <input type="checkbox"/> Poured Concrete <input type="checkbox"/> Tie down <input type="checkbox"/> Post & Block <input type="checkbox"/> See Remarks
<b>Building Condition</b>	<b>• Roof (3)</b> <input type="checkbox"/> Built-up <input type="checkbox"/> Cedar Shake <input type="checkbox"/> Composition <input type="checkbox"/> Flat <input type="checkbox"/> Green (Living) <input type="checkbox"/> Metal <input type="checkbox"/> See Remarks <input type="checkbox"/> Tile <input type="checkbox"/> Torch Down	<b>• Exterior (4)</b> <input type="checkbox"/> Brick <input type="checkbox"/> Cement Planked <input type="checkbox"/> Cement/Concrete <input type="checkbox"/> Log <input type="checkbox"/> Metal/Vinyl <input type="checkbox"/> See Remarks <input type="checkbox"/> Stone <input type="checkbox"/> Stucco <input type="checkbox"/> Wood <input type="checkbox"/> Wood Products	

GREEN BUILDING INFO			
<b>Green Certification (4)</b> <input type="checkbox"/> Built Green™ <input type="checkbox"/> LEED™ <input type="checkbox"/> Northwest ENERGY STAR® <input type="checkbox"/> Other - See Remarks	Built Green™	LEED™	Northwest ENERGY STAR®
<b>Construction Methods (2)</b> <input type="checkbox"/> Advanced Wall <input type="checkbox"/> Double Wall <input type="checkbox"/> Ins. Concrete Form (ICF) <input type="checkbox"/> Post & Beam <input type="checkbox"/> Standard Frame <input type="checkbox"/> Steel & Concrete <input type="checkbox"/> Strawbale <input type="checkbox"/> Structural Ins. Panel (SIPs) <input type="checkbox"/> Tilt-up	<b>EPS Energy Score</b> (0-99,999kWh)	<b>HERS Index Score</b> (0-150)	

INITIALS: \_\_\_\_\_

Seller	Date	Seller	Date
Broker	Date		

**INTERIOR FEATURES**

Listing Address: \_\_\_\_\_

LAG # \_\_\_\_\_

**Energy Source (6)**

- Electric
- Geothermal
- Ground Source
- Natural Gas
- Oil
- Pellet
- Propane
- See Remarks
- Solar Hot Water
- Solar PV
- Wood

**Heating/Cooling (8)**

- 90%+ High Efficiency
- Baseboard
- Central A/C
- Ductless HP-Mini Split
- Forced Air
- Heat Pump
- HEPA Air Filtration
- Hot Water Recirc Pump
- HRV/ERV System
- Insert
- Radiant
- Radiator
- Stove/Free Standing
- Tankless Water Heater
- Wall

**Floor Covering (5)**

- Ceramic Tile
- Concrete
- Fir/Softwood
- Hardwood
- Laminate Hardwood
- Laminate Tile
- See Remarks
- Slate
- Vinyl
- Wall to Wall Carpet

**Amenities (10)**

- Basement
- Coin Op Laundry
- Energy Package
- Playground
- Thermal Windows
- Clubhouse
- Elevator
- Fire Sprinklers
- Storage
- See Remarks

**Leased Items(4)**

- Furnace/Burner
- Washer/Dryer
- None
- Security System
- Water Tank

**FINANCIAL INFORMATION**

<b>Tax Expenses</b>	\$ _____	<b>Gross Scheduled Income</b>	\$ _____	<b>Tax Year</b>	_____
<b>Insurance Expenses</b>	\$ _____	<b>Vacancy Rate</b>	_____ %		
<b>Water/Sewage/Garbage</b>	\$ _____	<b>Gross Adjusted Income</b>	\$ _____		
<b>Electrical Expenses</b>	\$ _____	<b>Net Operating Income</b>	\$ _____		
<b>Heating Expenses</b>	\$ _____	<b>Cap Rate (NOI div by LP)</b>	_____ %		
<b>Other Expenses</b>	\$ _____	<b>Gross Rent Multiplier</b>	_____ % (LP div by GSI)		
<b>Total Expenses</b>	\$ _____				

**UNIT INFORMATION**

<b>UN1 Unit #1</b>	_____	<b>UN3 Unit #3</b>	_____	<b>UN5 Unit #5</b>	_____
<b>BR1 Unit 1 Beds</b>	_____	<b>BR3 Unit 3 Beds</b>	_____	<b>BR5 Unit 5 Beds</b>	_____
<b>BA1 Unit 1 Bathrooms</b>	_____	<b>BA3 Unit 3 Bathrooms</b>	_____	<b>BA5 Unit 5 Bathrooms</b>	_____
<b>RO1 Range/Oven (Y/N)</b>	_____	<b>RO3 Range/Oven (Y/N)</b>	_____	<b>RO5 Range/Oven (Y/N)</b>	_____
<b>FG1 Refrigerator (Y/N)</b>	_____	<b>FG3 Refrigerator (Y/N)</b>	_____	<b>FG5 Refrigerator (Y/N)</b>	_____
<b>DW1 Dishwasher (Y/N)</b>	_____	<b>DW3 Dishwasher (Y/N)</b>	_____	<b>DW5 Dishwasher (Y/N)</b>	_____
<b>WD1 Washer/Dryer (Y/N)</b>	_____	<b>WD3 Washer/Dryer (Y/N)</b>	_____	<b>WD5 Washer/Dryer (Y/N)</b>	_____
<b>FP1 # of Fireplaces</b>	_____	<b>FP3 # of Fireplaces</b>	_____	<b>FP5 # of Fireplaces</b>	_____
<b>SF1 Approx. Sq Ft</b>	_____	<b>SF3 Approx. Sq Ft</b>	_____	<b>SF5 Approx. Sq Ft</b>	_____
<b>RN1 Monthly Rent</b>	\$ _____	<b>RN3 Monthly Rent</b>	\$ _____	<b>RN5 Monthly Rent</b>	\$ _____
<b>UN2 Unit #2</b>	_____	<b>UN4 Unit #4</b>	_____	<b>UN6 Unit #6</b>	_____
<b>BR2 Unit 2 Beds</b>	_____	<b>BR4 Unit 4 Beds</b>	_____	<b>BR6 Unit 6 Beds</b>	_____
<b>BA2 Unit 2 Bathrooms</b>	_____	<b>BA4 Unit 4 Bathrooms</b>	_____	<b>BA6 Unit 6 Bathrooms</b>	_____
<b>RO2 Range/Oven (Y/N)</b>	_____	<b>RO4 Range/Oven (Y/N)</b>	_____	<b>RO6 Range/Oven (Y/N)</b>	_____
<b>FG2 Refrigerator (Y/N)</b>	_____	<b>FG4 Refrigerator (Y/N)</b>	_____	<b>FG6 Refrigerator (Y/N)</b>	_____
<b>DW2 Dishwasher (Y/N)</b>	_____	<b>DW4 Dishwasher (Y/N)</b>	_____	<b>DW6 Dishwasher (Y/N)</b>	_____
<b>WD2 Washer/Dryer (Y/N)</b>	_____	<b>WD4 Washer/Dryer (Y/N)</b>	_____	<b>WD6 Washer/Dryer (Y/N)</b>	_____
<b>FP2 # of Fireplaces</b>	_____	<b>FP4 # of Fireplaces</b>	_____	<b>FP6 # of Fireplaces</b>	_____
<b>SF2 Approx. Sq Ft</b>	_____	<b>SF4 Approx. Sq Ft</b>	_____	<b>SF6 Approx. Sq Ft</b>	_____
<b>RN2 Monthly Rent</b>	\$ _____	<b>RN4 Monthly Rent</b>	\$ _____	<b>RN6 Monthly Rent</b>	\$ _____

**AIN Addl Monthly Income** \$ \_\_\_\_\_

**TIN Total Monthly Income** \$ \_\_\_\_\_

INITIALS:

\_\_\_\_\_  
 Seller Date Seller Date Broker Date

**Listing Address:**

**LAG #**

**REMARKS**

**Marketing Remarks.** CAUTION! The comments you make in the following lines are limited to descriptions of the land and improvements only. These remarks will appear in the client handouts and websites. (500)

**Confidential Broker-Only Remarks.** Comments in this category are for broker's use only. (250)

• **Driving Directions to Property** (200)

INITIALS:

Seller

Date

Seller

Date

Broker

Date