

# Residential Input Form for Matrix

Required fields in **blue**

## General

### Property Sub Type & Description

<input type="checkbox"/> <b>Condo</b>	<input type="checkbox"/> <b>Mobile</b>	<input type="checkbox"/> <b>Multi-Family</b>	<input type="checkbox"/> <b>Single Family</b>	<input type="checkbox"/> <b>Townhouse</b>
<input type="checkbox"/> Boat Slip	<input type="checkbox"/> Double	<input type="checkbox"/> Duplex	<input type="checkbox"/> Estate Lot	<input type="checkbox"/> End Unit
<input type="checkbox"/> Condo High-Rise	<input type="checkbox"/> Single	<input type="checkbox"/> Multi-Building	<input type="checkbox"/> Full Size Lot	<input type="checkbox"/> Historic Property Lot
<input type="checkbox"/> Garage	<input type="checkbox"/> Triple	<input type="checkbox"/> Quadplex	<input type="checkbox"/> Historic Property	<input type="checkbox"/> Other
<input type="checkbox"/> Residential	<input type="checkbox"/> Other	<input type="checkbox"/> Tri-plex	<input type="checkbox"/> Patio/Cluster	<input type="checkbox"/> Other

### Community

<input type="checkbox"/> Airstrip	<input type="checkbox"/> Boat/Camper/Van Parking	<input type="checkbox"/> Park	<input type="checkbox"/> Sidewalks	<input type="checkbox"/> Walk to Shopping
<input type="checkbox"/> Beach Access	<input type="checkbox"/> Gated	<input type="checkbox"/> Paths/Bike-Walk	<input type="checkbox"/> Street Lights	<input type="checkbox"/> None
<input type="checkbox"/> Boat Ramp	<input type="checkbox"/> Lake	<input type="checkbox"/> Security	<input type="checkbox"/> Walk to School	

**Street #:** \_\_\_\_\_ **Street Dir:** \_\_\_\_\_ **Street Name:** \_\_\_\_\_ **Street Suffix:** \_\_\_\_\_ **Street Dir Suffix:** \_\_\_\_\_ **Unit #:** \_\_\_\_\_

**City:** \_\_\_\_\_ **County:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_ **Subdivision:** \_\_\_\_\_

**List Price:** \_\_\_\_\_ **List Date:** \_\_\_/\_\_\_/\_\_\_ **Expiration Date:** \_\_\_/\_\_\_/\_\_\_ **CCR (Covenants, Conditions & Restrictions):** Yes / No

### Seller

<input type="checkbox"/> Bank	<input type="checkbox"/> Court Order	<input type="checkbox"/> Estate	<input type="checkbox"/> Institution	<input type="checkbox"/> Relocation
<input type="checkbox"/> Builder	<input type="checkbox"/> Developer	<input type="checkbox"/> Homeowner/Owner	<input type="checkbox"/> Investor	<input type="checkbox"/> Other
<input type="checkbox"/> Corporate				

**Elementary School:** \_\_\_\_\_ **Middle School:** \_\_\_\_\_ **High School:** \_\_\_\_\_

## Listing Agent/Office

**List Agent:** \_\_\_\_\_ **Co-List Agent 1:** \_\_\_\_\_ **Co-List Agent 2:** \_\_\_\_\_

**Listing Type:** Exclusive Right to Sell / Exclusive Agency / Limited Service Listing

**Buyer Client Agency:** Yes / No **Buyer Customer:** Yes / No **Sub-Agency:** Yes / No **Variable Commission:** Yes / No

**Buyer Client Commission:** \_\_\_\_\_ (\$/%) **Buyer Customer Commission:** \_\_\_\_\_ (\$/%) **Sub-Agency Commission:** \_\_\_\_\_ (\$/%) **Variable Rate Description:** \_\_\_\_\_

## Conditions

**Home Warranty:** Yes / No / Negotiable **Home Warranty Amount:** \_\_\_\_\_

### Possession

<input type="checkbox"/> 3-7 Days After Close	<input type="checkbox"/> At Closing	<input type="checkbox"/> Leased Dish	<input type="checkbox"/> Prior to Close	<input type="checkbox"/> Other
<input type="checkbox"/> After Close	<input type="checkbox"/> Immediate	<input type="checkbox"/> Negotiable	<input type="checkbox"/> See Agent Remarks	

### Seller Terms

<input type="checkbox"/> 1031	<input type="checkbox"/> Exchange	<input type="checkbox"/> Lease Option	<input type="checkbox"/> Preapproval Required	<input type="checkbox"/> USDA
<input type="checkbox"/> As Is	<input type="checkbox"/> FHA	<input type="checkbox"/> Lease Purchase	<input type="checkbox"/> Private	<input type="checkbox"/> VA
<input type="checkbox"/> Assume	<input type="checkbox"/> FHLMC Approval	<input type="checkbox"/> Leaseback	<input type="checkbox"/> Qualifying	<input type="checkbox"/> Will Lease
<input type="checkbox"/> Cash	<input type="checkbox"/> FNMA Approval	<input type="checkbox"/> Non-Qualifying	<input type="checkbox"/> Release of Eligibility	<input type="checkbox"/> Wrap Around
<input type="checkbox"/> Construction	<input type="checkbox"/> Possible Short Sale	<input type="checkbox"/> Owner 1 <sup>st</sup>	<input type="checkbox"/> Release of Liability	<input type="checkbox"/> Other-See Remarks
<input type="checkbox"/> Conventional	<input type="checkbox"/> GNMA Loan	<input type="checkbox"/> Owner 2 <sup>nd</sup>	<input type="checkbox"/> Seller Pays Closing	

### Special Listing Conditions

<input type="checkbox"/> Auction	<input type="checkbox"/> Notice of Default	<input type="checkbox"/> REO	<input type="checkbox"/> Short Sale	<input type="checkbox"/> Special Financing
<input type="checkbox"/> Foreclosure	<input type="checkbox"/> Probate	<input type="checkbox"/> Seller Licensed Agent	<input type="checkbox"/> Special Contract	<input type="checkbox"/> Standard
<input type="checkbox"/> Material Relationship				

### Inclusions

<input type="checkbox"/> Alarm-Smoke/Fire	<input type="checkbox"/> Gas Logs	<input type="checkbox"/> Satellite Dish	<input type="checkbox"/> Water Softener	<input type="checkbox"/> Other-See Remarks
<input type="checkbox"/> Central Vacuum	<input type="checkbox"/> Intercom/Radio	<input type="checkbox"/> Security System	<input type="checkbox"/> Water Treatment	<input type="checkbox"/> None
<input type="checkbox"/> Dryer	<input type="checkbox"/> Refrigerator	<input type="checkbox"/> Washer	<input type="checkbox"/> Wired Speakers	

**Exclusions:** \_\_\_\_\_ **Tenant Occupied:** Yes / No

**Tenant Pays**

<input type="checkbox"/> All Maintenance	<input type="checkbox"/> Garbage	<input type="checkbox"/> Pest Control	<input type="checkbox"/> Satellite Dish	<input type="checkbox"/> Water
<input type="checkbox"/> All Utilities	<input type="checkbox"/> Gas	<input type="checkbox"/> Pool	<input type="checkbox"/> Security System	<input type="checkbox"/> Yard
<input type="checkbox"/> Association Fee	<input type="checkbox"/> Internet Connection	<input type="checkbox"/> RV/Boat Parking	<input type="checkbox"/> Sewer	<input type="checkbox"/> Other
<input type="checkbox"/> Cable	<input type="checkbox"/> Landscape Management	<input type="checkbox"/> Sales Tax	<input type="checkbox"/> Telephone	<input type="checkbox"/> None
<input type="checkbox"/> Electric				

**Land Lease:** Yes / No   **Land Lease Amt:** \_\_\_\_\_   **Land Lease Pmt Freq:** \_\_\_\_\_   **Land Lease Exp Date:** \_\_\_/\_\_\_/\_\_\_   **Lease Term Ends:** \_\_\_/\_\_\_/\_\_\_

**Existing Lease Information**

<input type="checkbox"/> 0 – 6 Month	<input type="checkbox"/> 4 – 6 Years	<input type="checkbox"/> Daily/Weekly	<input type="checkbox"/> Option to Buy	<input type="checkbox"/> Other
<input type="checkbox"/> 1 – 3 Years	<input type="checkbox"/> 7 – 12 Years	<input type="checkbox"/> Month-to-Month	<input type="checkbox"/> Option to Renew	<input type="checkbox"/> No Lease

**Rental Type**

<input type="checkbox"/> Carriage House Apt	<input type="checkbox"/> Entire House	<input type="checkbox"/> Garage Apt	<input type="checkbox"/> Lower Level Apt	<input type="checkbox"/> Mobile Home
<input type="checkbox"/> Efficiency Apt				

**Exterior****Garage:** Yes / No**Carport:** Yes / No**Parking:** Yes / No**Assigned Parking:** Yes / No

# of Garage Spaces: \_\_\_\_\_

# of Carport Spaces: \_\_\_\_\_

# of Parking Spaces: \_\_\_\_\_

# of Assigned Spaces: \_\_\_\_\_

**Parking Description**

<input type="checkbox"/> Assigned Spaces	<input type="checkbox"/> Drive Under/Basement	<input type="checkbox"/> Off Street	<input type="checkbox"/> RV/Boat Parking	<input type="checkbox"/> Unpaved
<input type="checkbox"/> Attached	<input type="checkbox"/> Driveway Only	<input type="checkbox"/> Parking Lot	<input type="checkbox"/> Side/Rear Entrance	<input type="checkbox"/> Unpaved Driveway
<input type="checkbox"/> Auto Garage Door	<input type="checkbox"/> Golf Cart Garage	<input type="checkbox"/> Paved	<input type="checkbox"/> Storage Room	<input type="checkbox"/> Other
<input type="checkbox"/> Covered	<input type="checkbox"/> Guest	<input type="checkbox"/> Paved Driveway	<input type="checkbox"/> Street Parking	<input type="checkbox"/> None
<input type="checkbox"/> Detached	<input type="checkbox"/> Kitchen Level Entry			

**Dock:** Yes / No   **# of Dock Slips:** \_\_\_\_\_**Dock Slip Description**

<input type="checkbox"/> Boat Lift-Covered	<input type="checkbox"/> Boat Slip-Covered	<input type="checkbox"/> Dock Approval Required	<input type="checkbox"/> No Dock Rights	<input type="checkbox"/> Slip Available
<input type="checkbox"/> Boat Lift-Uncovered	<input type="checkbox"/> Boat Slip-Uncovered	<input type="checkbox"/> Dock-Covered	<input type="checkbox"/> Private	<input type="checkbox"/> Slip Fee Required
<input type="checkbox"/> Boat Ramp	<input type="checkbox"/> Community Dock	<input type="checkbox"/> Dock-Uncovered	<input type="checkbox"/> Screened Enclosure	<input type="checkbox"/> Slip No Fee

**Pool:** Yes / No   **Hot Tub:** Yes / No**Pool/Hot Tub Description**

<input type="checkbox"/> Above Ground Pool	<input type="checkbox"/> Heated	<input type="checkbox"/> In-Ground Pool	<input type="checkbox"/> Salt Water System	<input type="checkbox"/> Spa
<input type="checkbox"/> Glass Encl/Inside House	<input type="checkbox"/> Hot Tub	<input type="checkbox"/> Pool House	<input type="checkbox"/> Screen Enclosure	

**Exterior House**

<input type="checkbox"/> Balcony	<input type="checkbox"/> Deck-Open	<input type="checkbox"/> Outside Shower	<input type="checkbox"/> Porch	<input type="checkbox"/> Sauna/Steam
<input type="checkbox"/> Barbeque Grill	<input type="checkbox"/> Fire Pit	<input type="checkbox"/> Patio-Covered	<input type="checkbox"/> Porch-Front	<input type="checkbox"/> Terrace
<input type="checkbox"/> Columns	<input type="checkbox"/> Gas Grill	<input type="checkbox"/> Patio-Enclosed	<input type="checkbox"/> Porch-Screened	<input type="checkbox"/> TV Antenna
<input type="checkbox"/> Courtyard	<input type="checkbox"/> Hurricane Shutters	<input type="checkbox"/> Patio-Open	<input type="checkbox"/> Porch-Wrap	<input type="checkbox"/> Other
<input type="checkbox"/> Deck	<input type="checkbox"/> Needs Work	<input type="checkbox"/> Patio-Uncovered	<input type="checkbox"/> Renovated	
<input type="checkbox"/> Deck-Covered	<input type="checkbox"/> Newly Painted	<input type="checkbox"/> Pizza Oven	<input type="checkbox"/> Satellite Dish	

**Exterior Lot**

<input type="checkbox"/> Alley	<input type="checkbox"/> Fenced Yard	<input type="checkbox"/> Irrigation System	<input type="checkbox"/> Sprinkler System	<input type="checkbox"/> Tennis Courts
<input type="checkbox"/> Fenced Lot Partial	<input type="checkbox"/> Garden Area	<input type="checkbox"/> Landscape Lighting	<input type="checkbox"/> Sprinkler System W/Well	<input type="checkbox"/> Well
<input type="checkbox"/> Fenced Lot Total	<input type="checkbox"/> Invisible Fence	<input type="checkbox"/> Security Lighting	<input type="checkbox"/> Swing/Gym Set	<input type="checkbox"/> Other

**Fencing**

<input type="checkbox"/> Barbed Wire	<input type="checkbox"/> Concrete Block	<input type="checkbox"/> Ornamental Metal	<input type="checkbox"/> Split Rail	<input type="checkbox"/> Wood
<input type="checkbox"/> Brick	<input type="checkbox"/> Cross	<input type="checkbox"/> Picket	<input type="checkbox"/> Stone	<input type="checkbox"/> Wrought Iron
<input type="checkbox"/> Chain Link	<input type="checkbox"/> Electric	<input type="checkbox"/> Post and Rail	<input type="checkbox"/> Vinyl (PVC)	
<input type="checkbox"/> Concrete	<input type="checkbox"/> Invisible	<input type="checkbox"/> Privacy	<input type="checkbox"/> Wire Mesh	

**Other Structures**

<input type="checkbox"/> Barn	<input type="checkbox"/> Gazebo	<input type="checkbox"/> Out Building	<input type="checkbox"/> Pond House	<input type="checkbox"/> Storage Building
<input type="checkbox"/> Cabana	<input type="checkbox"/> Greenhouse	<input type="checkbox"/> Pavilion	<input type="checkbox"/> Shed	<input type="checkbox"/> Workshop
<input type="checkbox"/> Detached Garage	<input type="checkbox"/> Guest House/Cottage	<input type="checkbox"/> Play House	<input type="checkbox"/> Stable	<input type="checkbox"/> Other

## Structure

Bedrooms: \_\_\_\_\_

# Building Stories: \_\_\_\_\_

Total # of Buildings: \_\_\_\_\_

Unit Floor: \_\_\_\_\_

Full Baths: \_\_\_\_\_

# Bedrooms Downstairs: \_\_\_\_\_

SqFt Total: \_\_\_\_\_

Approx Year Built: \_\_\_\_\_

Half Baths: \_\_\_\_\_

# Bedrooms Upstairs: \_\_\_\_\_

SqFt Source: \_\_\_\_\_

Pre-1978: Yes / No

Total Rooms: \_\_\_\_\_

Building Name: \_\_\_\_\_

# Unit Stories: \_\_\_\_\_

New Construction: Yes / No

### New Construction Description

\_\_\_ Alley      \_\_\_ Fenced Yard      \_\_\_ Irrigation System      \_\_\_ Sprinkler System      \_\_\_ Tennis Courts

Building Permit Number: \_\_\_\_\_      Build to Suit: Yes / No      Builder Model: \_\_\_\_\_      Builder Name: \_\_\_\_\_

### Style

___ A-Frame	___ Contemporary	___ Loft	___ Ranch	___ Tudor
___ Beach Cottage	___ Country/Rustic	___ Log Cabin	___ Salt Box	___ Victorian
___ Bungalow	___ Craftsman	___ Low Country	___ Spanish	___ Villa
___ Cabin	___ European	___ Mansard	___ Split Level	___ Warehouse
___ Cape Cod	___ Flat	___ Patio Home	___ Townhome	___ Other
___ Colonial	___ French Provincial	___ Plantation	___ Traditional	

### Construction/Siding

___ Aluminum	___ Cinder Block	___ GP/LP Siding	___ Shake	___ Stucco-Hard Coat
___ Asbestos	___ Composite	___ HardiePlank	___ Shell	___ Stucco-unk
___ Block	___ Concrete	___ Log	___ Steel	___ Tabby
___ Board & Batten	___ Concrete Siding	___ Masonite	___ Stone	___ Vinyl
___ Brick	___ Cypress	___ Metal	___ Stone/Frame	___ Wood
___ Brick Siding	___ Dryvit	___ Pressboard Siding	___ Stucco	___ Other
___ Cedar	___ Frame	___ Rough-Sawn Siding	___ Stucco-Eifs	

### Structure Condition

\_\_\_ Boarded-Up      \_\_\_ Cosmetic Repairs      \_\_\_ Renovated      \_\_\_ Structural Repairs      \_\_\_ Unrestored  
\_\_\_ Condemned      \_\_\_ No Power      \_\_\_ Restored      \_\_\_ Tax Incentives      \_\_\_ Updated

### Foundation

___ Basement	___ Built-Up	___ Joists	___ Slab	___ Wood
___ Block	___ Concrete	___ Piers/Pilings	___ Steel	___ Other
___ Brick	___ Crawl Space	___ Raised Slab	___ Subfloor	___ None

Property Attached: Yes / No

### Common Walls

\_\_\_ 1 Common Wall      \_\_\_ 3 Common Walls      \_\_\_ No One Above      \_\_\_ No One Below      \_\_\_ No Common Walls  
\_\_\_ 2 Common Walls

### Roof

___ Asbestos	___ Concrete	___ Membrane	___ Shake	___ Tile
___ Asphalt	___ Copper	___ Metal/Steel	___ Slate	___ Tin
___ Built-Up	___ Flat	___ Pitched	___ Solar Shingle	___ Wood Shingle
___ Composition	___ Foam	___ Rolled Rubber	___ Tar/Gravel	___ Other

### Energy Features

___ Attic Fan	___ Geothermal	___ LEED	___ Ridge Vents	___ Spray Foam
___ Double Pane Windows	___ Good Cents	___ NAHB Green	___ Roof Turbines	___ Storm Doors
___ Double Pane/Thermo	___ Instant Heat	___ Power Vent	___ Roof Vent Fans	___ Storm Windows
___ Electric Air Filter	___ Insulated Doors	___ Programmable Thermostat	___ Smart Thermostat	___ Other
___ Energy Star	___ Insulated Floors	___ Recovery System	___ Solar Screens	___ None
___ Extra Insulation	___ Insulation			

ADA Features: Yes / No

\_\_\_ ADA Features  
\_\_\_ 30' Doors      \_\_\_ Levered      \_\_\_ No Steps      \_\_\_ Showers      \_\_\_ Other  
\_\_\_ Big Bath      \_\_\_ Low Counters      \_\_\_ Ramp Access      \_\_\_ Wide Halls      \_\_\_ None  
\_\_\_ High Garage      \_\_\_ Low Switches

Rooms (Visit <http://forms.mygiar.com> for the entire Rooms form.)

Room Type: \_\_\_\_\_

Room Length: \_\_\_\_\_

Room Flooring: \_\_\_\_\_

Room Level: \_\_\_\_\_

Room Width: \_\_\_\_\_

Room Features: \_\_\_\_\_

## Interior

### Appliances

<input type="checkbox"/> Ceiling Fans	<input type="checkbox"/> Freezer	<input type="checkbox"/> Microwave	<input type="checkbox"/> Range	<input type="checkbox"/> Washer
<input type="checkbox"/> Central Vacuum	<input type="checkbox"/> Hood Fan	<input type="checkbox"/> Oven - Cont Clean	<input type="checkbox"/> Range Hood	<input type="checkbox"/> Water Softener
<input type="checkbox"/> Commercial Grade	<input type="checkbox"/> Ice Maker Cnctn	<input type="checkbox"/> Oven - Double	<input type="checkbox"/> Range/Oven	<input type="checkbox"/> Wine Chiller
<input type="checkbox"/> Convection Oven	<input type="checkbox"/> Ice Maker Machine	<input type="checkbox"/> Oven - Self-Clean	<input type="checkbox"/> Refrigerator	<input type="checkbox"/> Other-See Remarks
<input type="checkbox"/> Cooktop-Separate	<input type="checkbox"/> Indoor Grill	<input type="checkbox"/> Oven - Single	<input type="checkbox"/> Smoke Detector	<input type="checkbox"/> None
<input type="checkbox"/> Dishwasher	<input type="checkbox"/> Instant Hot Water	<input type="checkbox"/> Oven - Wall	<input type="checkbox"/> Trash Compactor	<input type="checkbox"/> Elevator Ready
<input type="checkbox"/> Disposal	<input type="checkbox"/> Intercom	<input type="checkbox"/> Oven - Warmer	<input type="checkbox"/> W/D Stack	<input type="checkbox"/> Security System
<input type="checkbox"/> Dryer	<input type="checkbox"/> Jennaire			

### Attic

<input type="checkbox"/> Floored	<input type="checkbox"/> Pull Down	<input type="checkbox"/> Stairs	<input type="checkbox"/> Other	<input type="checkbox"/> None
<input type="checkbox"/> Partial Floored	<input type="checkbox"/> Scuttle	<input type="checkbox"/> Walk-In		

**Basement:** Yes / No

**Basement Description:** Finished / Unfinished / Other-See Remarks

**# of Fireplaces:** \_\_\_\_\_

### Fireplace Features

<input type="checkbox"/> Electric	<input type="checkbox"/> Gas	<input type="checkbox"/> Masonry	<input type="checkbox"/> Stone	<input type="checkbox"/> Wood Burning
<input type="checkbox"/> Factory Built	<input type="checkbox"/> Gas Logs	<input type="checkbox"/> Non-Working	<input type="checkbox"/> Ventless	<input type="checkbox"/> Wood Stove
<input type="checkbox"/> Free-Standing	<input type="checkbox"/> Gas Starter	<input type="checkbox"/> See-Thru		

### Fireplace Location

<input type="checkbox"/> Den/Family Room	<input type="checkbox"/> Great Room	<input type="checkbox"/> Living Room	<input type="checkbox"/> Master Bedroom	<input type="checkbox"/> Study
<input type="checkbox"/> Dining Room	<input type="checkbox"/> Kitchen	<input type="checkbox"/> Master Bath	<input type="checkbox"/> Porch	<input type="checkbox"/> Other

### Floors

<input type="checkbox"/> Brick	<input type="checkbox"/> Hardwood	<input type="checkbox"/> Slate	<input type="checkbox"/> Vinyl	<input type="checkbox"/> Wood
<input type="checkbox"/> Carpet	<input type="checkbox"/> Marble	<input type="checkbox"/> Terrazzo	<input type="checkbox"/> Wall to Wall Carpet	<input type="checkbox"/> Other
<input type="checkbox"/> Concrete	<input type="checkbox"/> Parquet	<input type="checkbox"/> Tile		

### Interior Features

<input type="checkbox"/> Additional Bedroom Suite	<input type="checkbox"/> Converted Garage	<input type="checkbox"/> Furnished: All	<input type="checkbox"/> No Window Treatments	<input type="checkbox"/> Study
<input type="checkbox"/> Atrium	<input type="checkbox"/> Cove Lighting	<input type="checkbox"/> Furnished: None	<input type="checkbox"/> Pantry	<input type="checkbox"/> Split Bedrooms
<input type="checkbox"/> Bay Window	<input type="checkbox"/> Den/Family Room	<input type="checkbox"/> Furnished: Some	<input type="checkbox"/> Plantation Shutters	<input type="checkbox"/> Track Lighting
<input type="checkbox"/> Bonus Room	<input type="checkbox"/> Dining Room	<input type="checkbox"/> GarageDoorOpener	<input type="checkbox"/> Rear Stairs	<input type="checkbox"/> W/D Connection
<input type="checkbox"/> Built-in Bookcases	<input type="checkbox"/> Elevator	<input type="checkbox"/> Garden Window	<input type="checkbox"/> Recessed Lighting	<input type="checkbox"/> Wallpaper
<input type="checkbox"/> CAT-5 Network Cable	<input type="checkbox"/> Elevator Ready	<input type="checkbox"/> Great Room	<input type="checkbox"/> Renovated	<input type="checkbox"/> Wet Bar
<input type="checkbox"/> Cedar Closet	<input type="checkbox"/> Fire Alarm	<input type="checkbox"/> Guest House	<input type="checkbox"/> Shelving	<input type="checkbox"/> Window Treatments
<input type="checkbox"/> Ceiling Fans	<input type="checkbox"/> Formal Dining	<input type="checkbox"/> Laminate Flooring	<input type="checkbox"/> Security System	<input type="checkbox"/> Other-See Remarks
<input type="checkbox"/> Ceilings above 9ft.	<input type="checkbox"/> Foyer	<input type="checkbox"/> Lock Out	<input type="checkbox"/> Skylight	
<input type="checkbox"/> Columns	<input type="checkbox"/> Furnished	<input type="checkbox"/> Newly Painted	<input type="checkbox"/> Smart Features (See Remarks)	

### Interior Construction

<input type="checkbox"/> Ceiling: Beamed	<input type="checkbox"/> Ceiling: Vaulted	<input type="checkbox"/> Walls: Brick	<input type="checkbox"/> Walls: Paneled	<input type="checkbox"/> Walls: Wainscoting
<input type="checkbox"/> Ceiling: Cathedral	<input type="checkbox"/> Staircase: Curved	<input type="checkbox"/> Walls: Cedar	<input type="checkbox"/> Walls: Paneling	<input type="checkbox"/> Walls: Wood
<input type="checkbox"/> Ceiling: Crown Molding	<input type="checkbox"/> Staircase: Open	<input type="checkbox"/> Walls: Concrete	<input type="checkbox"/> Walls: Plaster	<input type="checkbox"/> Woodwork: Painted
<input type="checkbox"/> Ceiling: Raised	<input type="checkbox"/> Staircase: Spiral	<input type="checkbox"/> Walls: Cypress	<input type="checkbox"/> Walls: Sheetrock	<input type="checkbox"/> Woodwork: Stained
<input type="checkbox"/> Ceiling: Trayed/Coffered	<input type="checkbox"/> Walls: Block	<input type="checkbox"/> Walls: Mirrored	<input type="checkbox"/> Walls: Stucco	<input type="checkbox"/> Other-See Remarks

### Kitchen/Breakfast

<input type="checkbox"/> Breakfast Area	<input type="checkbox"/> Breakfast Room	<input type="checkbox"/> Country Kitchen	<input type="checkbox"/> Gourmet Kitchen	<input type="checkbox"/> Keeping Room
<input type="checkbox"/> Breakfast Bar	<input type="checkbox"/> Butler Pantry	<input type="checkbox"/> Galley Kitchen	<input type="checkbox"/> Island	

### Laundry

<input type="checkbox"/> Basement	<input type="checkbox"/> Garage	<input type="checkbox"/> Laundry Chute	<input type="checkbox"/> Upstairs	<input type="checkbox"/> Other
<input type="checkbox"/> Bathroom	<input type="checkbox"/> Hall	<input type="checkbox"/> Laundry Room	<input type="checkbox"/> Washer Connection	<input type="checkbox"/> None
<input type="checkbox"/> Dryer Connection	<input type="checkbox"/> Kitchen	<input type="checkbox"/> Sink		

### Master Bedroom Features

<input type="checkbox"/> Carpeted	<input type="checkbox"/> First Floor	<input type="checkbox"/> Master Main	<input type="checkbox"/> Master Up	<input type="checkbox"/> Split Plan
<input type="checkbox"/> Cathedral Ceilings	<input type="checkbox"/> Hardwood	<input type="checkbox"/> Master Suite	<input type="checkbox"/> Sitting Area	<input type="checkbox"/> Walk-in Closet
<input type="checkbox"/> Fireplace				

### Master Bath Features

<input type="checkbox"/> ADA Compliant	<input type="checkbox"/> Double Vanity	<input type="checkbox"/> Separate Shower	<input type="checkbox"/> Tile	<input type="checkbox"/> Walk-In Tub
<input type="checkbox"/> Bidet	<input type="checkbox"/> Dressing Area	<input type="checkbox"/> Shower Only	<input type="checkbox"/> Tub	<input type="checkbox"/> Wet Room
<input type="checkbox"/> Carpeted	<input type="checkbox"/> Garden Tub	<input type="checkbox"/> Single Vanity	<input type="checkbox"/> Tub/Shower	<input type="checkbox"/> Whirlpool Bath
<input type="checkbox"/> Cultured Marble	<input type="checkbox"/> Sauna/Steam	<input type="checkbox"/> Skylight	<input type="checkbox"/> Walk-in Closet	

**Farm Info**

Barn/Utility       Horse       Orchard       Row Crops       Timber/Tree  
 Beef       Irrigation System       Pasture       Silo/Grain Bin       Truck  
 Dairy       Livestock       Poultry       Stable       Other  
 Equipment       Not Applicable       Ranch       Swine

**Utilities**

Cable       Tap Fee Due       Waste: Comm Sewer       Waste: Septic Tank       Water: None  
 Electric       Tap Fee Paid       Waste: Lift Station       Waste: Sewer Avail       Water: Private Well  
 Gas       Telephone       Waste: None       Water: Avail       Water: Public  
 Propane       Underground Utilities       Waste: Public Sewer       Water: Comm       Other-See Remarks

**Property**

**Lot Description**

Acreage 1-5       Dead End       Leased Land       Rolling-Gentle       Will Divide  
 Acreage 5-10       Exceptional View       Level Lot       Rolling-Rough       Wooded  
 Acreage 10+       Fill Needed       Low       Rural       Wooded-Heavy  
 Additional Land Available       Flood Zone       Marshland       Sidewalk       Wooded-Partial  
 Brush       Flood Zone-Some Areas       No Mineral Rights       Sloping       Woods Trail  
 Bulkhead/Seawall       Frontage       Open Land       Steep       Yard Well  
 Bush-Hogged       Golf Course       Pasture       Storm Sewer       Zero Lot Line  
 Cleared       Greenbelt       Privacy       Subdivision Recorded       Other  
 Corner       Interior       Private Backyard       Subdivision Unrecorded       None/Condo  
 Cul-de-sac       Irregular       Property Corners Marked       Townhouse  
 Curb & Gutter       Landscaped       Rocky       Wetlands

**Horse Amenities**

Automatic Waters       Hay Storage       Pasture       Round Pen       Tack Room  
 Bridal Path       Hot Walker       Riding Trails       Stables       Wash Rack  
 Grain Storage       Indoor Arena

**Lot View/Frontage**

Beach Dunes Frontage       Deep Water View       Lake View       Park Frontage       Stream  
 Beach Dunes View       Golf Course Frontage       Marsh Frontage       Park View       Tidal Creek  
 Beach Frontage       Golf Course View       Marsh View       Pond       Village Area  
 Beach View       Lagoon Frontage       Natural       Residential       Waterfront  
 Creek       Lagoon View       Ocean Front       River Frontage       Other  
 Deep Water Frontage       Lake Frontage       Ocean View       River View

**Road Surface**

Asphalt       Curb       Graded/Maintained       Shell       Unpaved  
 Brick       Curb & Gutter       Gravel       Stone       Other  
 Cobblestone       Dirt       Paved       Trail       None  
 Concrete

**Access**

Airstrip       Dirt Road       No Road       Public       US Hwy  
 City Road       Easement       Other-See Remarks       State Hwy       Water Access Only  
 Controlled Access       Near Interstate       Private       Trail       No Access  
 County Road       No Driveway

Horses Allowed: Yes / No

Deed Book/Page: \_\_\_\_\_

Total Lot SqFt: \_\_\_\_\_

Phase Section: \_\_\_\_\_

Flood Zone: Yes / No

Legal Phase: \_\_\_\_\_

Lot Front: \_\_\_\_\_

Lot #: \_\_\_\_\_

Flood Ins Req: Yes / No / Unkn

Legal Block: \_\_\_\_\_

Lot Rear: \_\_\_\_\_

# of Lots: \_\_\_\_\_

X Zone: Yes / No

Legal Lot: \_\_\_\_\_

Lot Left: \_\_\_\_\_

Golf Course Name: \_\_\_\_\_

Tax ID/Parcel # 1: \_\_\_\_\_

Ownership: \_\_\_\_\_

Lot Right: \_\_\_\_\_

Golf Course Hole #: \_\_\_\_\_

Tax ID/Parcel # 2: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Road Frontage (ft): \_\_\_\_\_

Waterway Name: \_\_\_\_\_

Tax Map: \_\_\_\_\_

Approx Acreage: \_\_\_\_\_

Water Frontage (ft): \_\_\_\_\_

Road Resp: \_\_\_\_\_

**Zoning Description**

Agricultural       County       Mixed Use       Patio/Duplex       Residential  
 City       Historical       Mobile Home       Res Multi       Resort  
 Commercial       Industrial       Multi-Family       Res Single       Unrestricted  
 Condo

Waterfront: Yes / No

**Waterfront Type**

- |                                     |                                 |                                |                                      |
|-------------------------------------|---------------------------------|--------------------------------|--------------------------------------|
| <input type="checkbox"/> Beach      | <input type="checkbox"/> Lagoon | <input type="checkbox"/> Ocean | <input type="checkbox"/> Stream      |
| <input type="checkbox"/> Creek      | <input type="checkbox"/> Lake   | <input type="checkbox"/> Pond  | <input type="checkbox"/> Tidal Creek |
| <input type="checkbox"/> Deep Water | <input type="checkbox"/> Marsh  | <input type="checkbox"/> River |                                      |
| <input type="checkbox"/> Beach      | <input type="checkbox"/> Lagoon | <input type="checkbox"/> Ocean |                                      |

**Systems**

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**Cable**

- |                                       |                                          |                                      |                               |
|---------------------------------------|------------------------------------------|--------------------------------------|-------------------------------|
| <input type="checkbox"/> Cable Access | <input type="checkbox"/> Cable in Street | <input type="checkbox"/> Cable Ready | <input type="checkbox"/> None |
|---------------------------------------|------------------------------------------|--------------------------------------|-------------------------------|

# of Cool Units: \_\_\_\_\_

**Cool Source**

- |                                   |                              |                                |                                |                               |
|-----------------------------------|------------------------------|--------------------------------|--------------------------------|-------------------------------|
| <input type="checkbox"/> Electric | <input type="checkbox"/> Gas | <input type="checkbox"/> Solar | <input type="checkbox"/> Other | <input type="checkbox"/> None |
|-----------------------------------|------------------------------|--------------------------------|--------------------------------|-------------------------------|

**Cool Type**

- |                                  |                                    |                                          |                                |                               |
|----------------------------------|------------------------------------|------------------------------------------|--------------------------------|-------------------------------|
| <input type="checkbox"/> Central | <input type="checkbox"/> Heat Pump | <input type="checkbox"/> Whole House Fan | <input type="checkbox"/> Zoned | <input type="checkbox"/> None |
| <input type="checkbox"/> Common  | <input type="checkbox"/> Wall Unit | <input type="checkbox"/> Window Unit     | <input type="checkbox"/> Other |                               |

**Electric**

- |                                   |                                           |                                     |                                    |                                |
|-----------------------------------|-------------------------------------------|-------------------------------------|------------------------------------|--------------------------------|
| <input type="checkbox"/> 3 Phase  | <input type="checkbox"/> 440 Volt         | <input type="checkbox"/> Heavy Duty | <input type="checkbox"/> RV 30 Amp | <input type="checkbox"/> Other |
| <input type="checkbox"/> 110 Volt | <input type="checkbox"/> Circuit Breakers | <input type="checkbox"/> Light Duty | <input type="checkbox"/> RV 50 Amp | <input type="checkbox"/> None  |
| <input type="checkbox"/> 220 Volt | <input type="checkbox"/> Fuses            |                                     |                                    |                                |

# of Heat Units: \_\_\_\_\_

**Heat Source**

- |                                   |                                  |                                |                                |                               |
|-----------------------------------|----------------------------------|--------------------------------|--------------------------------|-------------------------------|
| <input type="checkbox"/> Electric | <input type="checkbox"/> Oil     | <input type="checkbox"/> Solar | <input type="checkbox"/> Wood  | <input type="checkbox"/> None |
| <input type="checkbox"/> Gas      | <input type="checkbox"/> Propane | <input type="checkbox"/> Steam | <input type="checkbox"/> Other |                               |

**Heat Type**

- |                                    |                                        |                                             |                                      |                                |
|------------------------------------|----------------------------------------|---------------------------------------------|--------------------------------------|--------------------------------|
| <input type="checkbox"/> Baseboard | <input type="checkbox"/> Floor Furnace | <input type="checkbox"/> Radiator / Radiant | <input type="checkbox"/> Wall Unit   | <input type="checkbox"/> Zoned |
| <input type="checkbox"/> Central   | <input type="checkbox"/> Forced Air    | <input type="checkbox"/> Space Heater       | <input type="checkbox"/> Window Unit | <input type="checkbox"/> Other |
| <input type="checkbox"/> Common    | <input type="checkbox"/> Heat Pump     | <input type="checkbox"/> Unit Heater        | <input type="checkbox"/> Wood Stove  | <input type="checkbox"/> None  |

**Gas**

- |                                      |                                          |                                  |                               |
|--------------------------------------|------------------------------------------|----------------------------------|-------------------------------|
| <input type="checkbox"/> Natural Gas | <input type="checkbox"/> Private LP Tank | <input type="checkbox"/> Propane | <input type="checkbox"/> None |
|--------------------------------------|------------------------------------------|----------------------------------|-------------------------------|

**Sewer**

- |                                       |                                       |                                      |                                          |                                  |
|---------------------------------------|---------------------------------------|--------------------------------------|------------------------------------------|----------------------------------|
| <input type="checkbox"/> Available    | <input type="checkbox"/> Lift Station | <input type="checkbox"/> Public      | <input type="checkbox"/> Sewer In Street | <input type="checkbox"/> Unknown |
| <input type="checkbox"/> Community    | <input type="checkbox"/> Private      | <input type="checkbox"/> Septic Tank | <input type="checkbox"/> Storm Sewer     | <input type="checkbox"/> None    |
| <input type="checkbox"/> Grinder Pump |                                       |                                      |                                          |                                  |

Telephone: Available / DSL / Installed

Underground Utilities: Yes / No

**Water**

- |                                           |                                       |                                  |                               |                                    |
|-------------------------------------------|---------------------------------------|----------------------------------|-------------------------------|------------------------------------|
| <input type="checkbox"/> Community System | <input type="checkbox"/> Private Well | <input type="checkbox"/> Unknown | <input type="checkbox"/> None | <input type="checkbox"/> Available |
| <input type="checkbox"/> Community Well   | <input type="checkbox"/> PublicWater  | <input type="checkbox"/> Other   |                               |                                    |

# of Water Heaters: \_\_\_\_\_

**Water Heater Type**

- |                                    |                                 |                                 |                                   |                                |
|------------------------------------|---------------------------------|---------------------------------|-----------------------------------|--------------------------------|
| <input type="checkbox"/> Electric  | <input type="checkbox"/> Leased | <input type="checkbox"/> Owned  | <input type="checkbox"/> Solar    | <input type="checkbox"/> Timed |
| <input type="checkbox"/> Gas       | <input type="checkbox"/> Oil    | <input type="checkbox"/> Rented | <input type="checkbox"/> Tankless | <input type="checkbox"/> None  |
| <input type="checkbox"/> Insulated |                                 |                                 |                                   |                                |

**Financial**

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Master Assoc: Yes / No

Mandatory: Yes / No

Fee Amount: \_\_\_\_\_

Assoc Name: \_\_\_\_\_

Assoc Phone: \_\_\_\_\_

**Master Association Fee Frequency**

- |                                    |                                   |                                      |                                 |                               |
|------------------------------------|-----------------------------------|--------------------------------------|---------------------------------|-------------------------------|
| <input type="checkbox"/> Annual    | <input type="checkbox"/> Monthly  | <input type="checkbox"/> Quarterly   | <input type="checkbox"/> Weekly | <input type="checkbox"/> None |
| <input type="checkbox"/> Bimonthly | <input type="checkbox"/> One-Time | <input type="checkbox"/> Semi-Annual | <input type="checkbox"/> Other  |                               |

Community Assoc: Yes / No

Mandatory: Yes / No

Fee Amount: \_\_\_\_\_

Assoc Name: \_\_\_\_\_

Assoc Phone: \_\_\_\_\_

**Community Association Fee Frequency**

- |                                    |                                   |                                      |                                 |                               |
|------------------------------------|-----------------------------------|--------------------------------------|---------------------------------|-------------------------------|
| <input type="checkbox"/> Annual    | <input type="checkbox"/> Monthly  | <input type="checkbox"/> Quarterly   | <input type="checkbox"/> Weekly | <input type="checkbox"/> None |
| <input type="checkbox"/> Bimonthly | <input type="checkbox"/> One-Time | <input type="checkbox"/> Semi-Annual | <input type="checkbox"/> Other  |                               |

**Association Fees Included**

- |                                          |                                           |                                         |                                       |                                         |
|------------------------------------------|-------------------------------------------|-----------------------------------------|---------------------------------------|-----------------------------------------|
| <input type="checkbox"/> Cable           | <input type="checkbox"/> Groundskeeping   | <input type="checkbox"/> Rec Facilities | <input type="checkbox"/> Sewer        | <input type="checkbox"/> Trash Disposal |
| <input type="checkbox"/> Electric        | <input type="checkbox"/> Hazard Insurance | <input type="checkbox"/> Recycling      | <input type="checkbox"/> Taxes        | <input type="checkbox"/> Water          |
| <input type="checkbox"/> Flood Insurance | <input type="checkbox"/> Management       | <input type="checkbox"/> Repairs/Maint  | <input type="checkbox"/> Telephone    | <input type="checkbox"/> Other          |
| <input type="checkbox"/> Gas             | <input type="checkbox"/> Pest Control     | <input type="checkbox"/> Reserves       | <input type="checkbox"/> Termite Bond |                                         |

**Association Fees Included**

- |                                         |                                          |                                                 |                                               |                                           |
|-----------------------------------------|------------------------------------------|-------------------------------------------------|-----------------------------------------------|-------------------------------------------|
| <input type="checkbox"/> Barbeque Grill | <input type="checkbox"/> Dock            | <input type="checkbox"/> Golf                   | <input type="checkbox"/> Min Rental Period    | <input type="checkbox"/> Playground       |
| <input type="checkbox"/> Beach          | <input type="checkbox"/> Elevator        | <input type="checkbox"/> Handicap Provisions    | <input type="checkbox"/> No Rental            | <input type="checkbox"/> Pond             |
| <input type="checkbox"/> Boat Ramp      | <input type="checkbox"/> Exercise Room   | <input type="checkbox"/> Hot Tub                | <input type="checkbox"/> No Short Term        | <input type="checkbox"/> Pool             |
| <input type="checkbox"/> Cable          | <input type="checkbox"/> Deep Water      | <input type="checkbox"/> Landscaped             | <input type="checkbox"/> Pavilion/Gazebo      | <input type="checkbox"/> Security System  |
| <input type="checkbox"/> Community Room | <input type="checkbox"/> Fenced          | <input type="checkbox"/> Laundry                | <input type="checkbox"/> Pet-Friendly         | <input type="checkbox"/> Separate Storage |
| <input type="checkbox"/> Deck           | <input type="checkbox"/> Game Room       | <input type="checkbox"/> Marina                 | <input type="checkbox"/> Pets-No Pets Allowed | <input type="checkbox"/> Spa              |
| <input type="checkbox"/> Deed Access    | <input type="checkbox"/> Gated Community | <input type="checkbox"/> Membership Appl Rights | <input type="checkbox"/> Picnic Area          | <input type="checkbox"/> Tennis Courts    |

Maint Fee: \_\_\_\_\_ Maint Fee Paid: \_\_\_\_\_ Annual Flood Insurance: \_\_\_\_\_ Fire Dept Dues: Yes / No  
 Sub Lease: Yes / No Tax Year: \_\_\_\_\_ Tax Amount: \_\_\_\_\_ Trash Collection: \_\_\_\_\_ Trash Collection Fee: \_\_\_\_\_

**Showing**

Internet Listing Display: Yes / No Internet Address Allowed: Yes / No IDX Consumer Comment: Yes / No IDX Automated Valuation: Yes / No

SentriLock Bluetooth Lockbox: Yes / No (If yes, assign LB in Matrix under Modify Listing; if no, upload [Lockbox Authorization Addendum](#) in Supplements)

Virtual Tour Unbranded 1 Link: \_\_\_\_\_ Virtual Tour Unbranded 2 link: \_\_\_\_\_

Virtual Tour Branded 1 link: \_\_\_\_\_ Virtual Tour Branded 2 link: \_\_\_\_\_

Sign on Property: Yes / No

**Showing Instructions**

- |                                                |                                             |                                               |                                         |                                            |
|------------------------------------------------|---------------------------------------------|-----------------------------------------------|-----------------------------------------|--------------------------------------------|
| <input type="checkbox"/> 24 Hour Access        | <input type="checkbox"/> Call Listing Agent | <input type="checkbox"/> Key On-Site Office   | <input type="checkbox"/> Other          | <input type="checkbox"/> Special Hours     |
| <input type="checkbox"/> Appointment-Agent     | <input type="checkbox"/> Gate Code Req      | <input type="checkbox"/> Non GIMLS Lockbox    | <input type="checkbox"/> Owner Occupied | <input type="checkbox"/> Special Notice    |
| <input type="checkbox"/> Appointment-Only      | <input type="checkbox"/> Gate Pass Req      | <input type="checkbox"/> Lockbox - SentriLock | <input type="checkbox"/> Show At Will   | <input type="checkbox"/> See Agent Remarks |
| <input type="checkbox"/> Call for Lockbox Code | <input type="checkbox"/> Key In Office      |                                               |                                         |                                            |

**Showing Information**

- |                                                 |                                   |                                                |                                               |                                             |
|-------------------------------------------------|-----------------------------------|------------------------------------------------|-----------------------------------------------|---------------------------------------------|
| <input type="checkbox"/> Alarm-Must Call Office | <input type="checkbox"/> No A.M.  | <input type="checkbox"/> On-Site Rental Office | <input type="checkbox"/> Pet-Must Call Office | <input type="checkbox"/> Under Construction |
| <input type="checkbox"/> Day Sleeper            | <input type="checkbox"/> No Sign  | <input type="checkbox"/> On-Site Sales Office  | <input type="checkbox"/> See Agent Remarks    | <input type="checkbox"/> Vacant             |
| <input type="checkbox"/> Model Home             | <input type="checkbox"/> Occupied | <input type="checkbox"/> Owner Occupied        | <input type="checkbox"/> Tenant Occupied      |                                             |

**Remarks**

**Directions:**

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**Public Remarks:**

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**REALTOR® Remarks:**

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**Office Notes:**

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