

NEREN Rental Listing Input Form

*Denotes Required/Conditionally Required field

Status

*Comp Only: Yes / No If yes, Comp Type: Listed Outside the MLS / Sold Outside the MLS

Listing Information

Listed in other Prop Type – Yes / No If yes, Primary MLS#: _____

*Property Type:

Apartment	Condo	Dock	Mobile Home	Rec/Vac
Assisted Living	Condex	Duplex	Multi-Family	Single Family

*Listing Type:

Exclusive Agency
Exclusive Right
Open

*List Agent: _____

Co List Agent: _____

Co List Office: _____

*Date - MLS List: _____ *Date – Expiration: _____

*Price: _____

Price – Rent 2: _____

*Rental Amount Frequency:

Rental Amount Frequency2:

Annually	Daily	Other	Weekly
Bi-Weekly	Monthly	Seasonal	

Annually	Daily	Other	Weekly
Bi-Weekly	Monthly	Seasonal	

Price – Rent 3: _____

Rental Amount Frequency3:

Annually	Daily	Other	Weekly
Bi-Weekly	Monthly	Seasonal	

Lease Term:

Annual	Daily	Other	Seasonal	Weekly
Bi-Weekly	Month to Month	Owner Occupied	Short Term	

Deposit: _____

Location

*State: _____ *County: _____ *City: _____ *Zip: _____

Village/Dist/Locale: _____

*Address – Number: _____ *Street Name: _____ Street Type: _____

Unit/Lot #: _____ Building Number: _____ Development/Subdivision: _____

Condo Name: _____ Mobile Park Name: _____

*Mapping/Validate Map - Latitude: _____ Longitude: _____

Directions (300 characters):

Area Description:

Abuts Conservation	In Town	Near Paths	Neighborhood	Tidal
Abuts Golf Course	Industrial Park	Near Public Transportation	Office Park	Valley
Adjoins St/Nat'l Forest	Island	Near Railroad	Other	Village
Business District	Mountain	Near Shopping	Preservation Dist.	
Commercial Zoning	Near Country Club	Near Skiing	Rural	
Historic District	Near Golf Course	Near Snowmobile Trails	Suburban	

School – District: _____

Elementary: _____ Middle/Jr: _____ High: _____

Structure

*Pre-Construction: No / Yes Construction Status: Existing / New Construction / None *Year Built: _____

Color: _____

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*Style:

A Frame	Conversion	Gambrel	Modified	Split Level
Adirondack	Cottage/Camp	Garden	Multi-Family	Straw Bale
Antique	Deck House	Garrison	Multi-Level	Studio
Apartment Building	Detached	Greek Revival	New Englander	Top Floor
Bungalow	Double Wide	Ground Floor	Other	Townhouse
Cabin	Duplex	High Rise	Raised Ranch	Tri-Level
Cape	End Row	Historic Vintage	Ranch	Tudor
Carriage	End Unit	Hotel	Rehab Needed	Victorian
Chalet	Farmhouse	Inside Row	Reproduction	w/Addition
Colonial	Federal	Log	Rooming House	Walkout Lower Level
Condex	Flat	Manuf/Mobile	Saltbox	Yurt
Contemporary	Freestanding	Modern Architecture	Single Wide	

Footprint: _____ *Total Stories: 1 / 1.5 / 1.75 / 2 / 2.5 / 3 / 4+

*SqFt-Apx Fin Above Grade: _____ SqFt-Apx Fin AG Source:

Appraiser	Municipal
Builder	Other
Measured	

*SqFt-Apx Unfn Above Grade: _____ SqFt-Apx Unfn AG Source:

Appraiser	Municipal
Builder	Other
Measured	

*SqFt-Apx Fin Below Grade: _____ SqFt-Apx Fin BG Source:

Appraiser	Municipal
Builder	Other
Measured	

*SqFt-Apx Unfn Below Grade: _____ SqFt-Apx Unfn BG Source:

Appraiser	Municipal
Builder	Other
Measured	

*Basement: Yes / No If Yes, *Basement Access Type: Interior / Walkout / Walk-up

*Basement Description:

Apartments	Daylight	Gravel	Partially Finished	Storage Space
Bulkhead	Dirt	Insulated	Roughed In	Stubbed In
Climate Controlled	Dirt Floor	No Tenant Access	Slab	Sump Pump
Concrete	Finished	None	Stairs - Exterior	Unfinished
Concrete Floor	Frost Wall	Other	Storage - Assigned	
Crawl Space	Full	Partial	Storage - Locked	

*Garage: Yes / No If yes, *Garage Type: Attached / Carport / Detached / Other / Under *Garage Capacity: _____

*Garage Description:

Assigned	Direct Entry	Leased	Permit Required	Unassigned
Auto Open	Finished	Off Premises	RV Accessible	Visitor
Barn	Heated	Other	Storage Above	

*Foundation:

Axle	Fieldstone	Marble	Poured Concrete	Stone
Below Frost Line	Granite	None	Skirted	Treated Lumber
Block	Gravel/Pad	Other	Slab – Concrete	Wheels
Brick	Hitch	Pier/Column	Slab – Floating	Wood
Concrete	Insulated Concrete Forms	Post/Piers	Slab w/ Frost Wall	

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***Exterior:**

Aluminum	Cement	Log Home	Stone
Asbestos	Clapboard	Log Siding	Stucco
Asphalt	Combination	Masonite	T-111
Block	Composition	Metal	Vertical
Board and Batten	Concrete	Metal Clad	Vinyl
Brick	Glass	Other	Vinyl Siding
Brick Veneer	Granite	Shake	Wood
Cedar	Hardwood	Shingle	Wood Siding

***Roof:**

Bitumen	Membrane	Shake	Shingle - Other	Tile
Channel	Metal	Shingle	Shingle - Wood	Vegetated
Corrugated	Other	Shingle - Architectural	Slate	Wood
Fiberglass	Reflective	Shingle - Asphalt	Standing Seam	
Flat	Rolled	Shingle - Fiberglass	Tar and Gravel	

***Construction:**

Aluminum	Insulation - Cellulose	Manufactured Home	Post and Beam
Concrete Tilt Up	Insulation - FiberglassBlwn	Masonry	Steel Frame
Earth Berm	Insulation - Foam	Metal	Stick Built Off-Site
Existing	Insulation - Foam/ClkAirSI	Modular	Timber Frame
Green Features - See Rmrks	LEEDS	Modular Prefab	Wood Frame
Insulated Concrete Forms	Log Home	Other	

Units Per Building: _____

Features

Amenities:

Attic - Finished	Club House	Electric	Other	Security Door(s)
Basketball Court	Coin Laundry	Exercise Facility	Phone	Sewer
Beach Access	Common Acreage	Furnished	Playground	Snow Removal
Beach Rights	Common Heat/Cool	Golf	Pool - Above Ground	Storage - Indoor
Boat Launch	Day Berth	Golf Course	Pool - In Ground	Taxes/Insurance
Boat Mooring	Day Dock	Heat	Pool - Indoor	Tennis Court
Boat Slip/Dock	Docks	Hot Tub	Pool - Outdoor	Trash
Building Maintenance	Dry Berth	Management Plan	Recreation Facility	Water
Cable	Dry Dock	Master Insurance	Sauna	
Cable Internet	DSL	Not Applicable	Security	

Appliances:

Cooktop - Down Draft	Dryer - Energy Star	Oven - Double	Stove - Gas
Cooktop - Electric	Exhaust Hood	Oven - Wall	Stove - Wood Cook
Cooktop - Gas	Freezer	Range - Electric	Trash Compactor
Dishwasher	Microwave	Range - Gas	Washer
Dishwasher - Energy Star	Mini Fridge	Refrigerator	Washer - Energy Star
Disposal	None	Refrigerator - Energy Star	
Dryer	Other	Stove - Electric	

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Equipment:

Antenna	Indoor Air PLUS Package	Other	Smoke Detector – Hard Wired
Central Vacuum	Intercom	Radon Mitigation	Smoke Det – HrdWrd w/Batt
Co Detector	Irrigation – Rain Barrels	Satellite	Sprinkler System
Deduct Meter	Irrigation Meter	Satellite Dish	Whole Building Ventilation
Dehumidifier	Irrigation System	Security System	
Energy Recvry Ventlatr Unit	Non-Toxic Pest Control	Smoke Detector	
Humidifier	None	Smoke Detector - Battery	

Features – Interior:

Attic	Fireplaces – 2	Lead/Stain Glass	Skylights – Energy Rated
Bar	Fireplaces – 3+	Light Fixtures – Energy Rtd	Soaking Tub
Blinds	Furnished	Lighting – LED	Solar Tubes
Cathedral Ceiling	Hearth	Lighting – T8 Fluorescent	Storage – Indoor
Cedar Close	Home Theater Wiring	Lighting Controls – Respsv	Surround Sound Wiring
Ceiling Fan	Hot Tub	Living/Dining	Vaulted Ceiling
Dining Area	In-Law Apartment	Master BR w/ BA	Walk-in Closet
Draperies	In-Law Suite	Natural Light	Walk-in Pantry
Elevator	Kitchen Island	Natural Woodwork	Wet Bar
Elevator – Freight	Kitchen/Dining	Other	Whirlpool Tub
Elevator – Passenger	Kitchen/Family	Pool – Indoor	Window Treatment
Fireplace – Gas	Kitchen/Living	Sauna	Wood Stove Hook-up
Fireplace – Screens/Equip	Laundry – 1 st Floor	Security	Wood Stove Insert
Fireplace – Wood	Laundry – 2 nd Floor	Security Door(s)	
Fireplaces - 1	Laundry Hook-ups	Skylight	

Flooring:

Bamboo	Combination	Manufactured	Slate/Stone	Wood
Brick	Concrete	Marble	Softwood	
Carpet	Hardwood	Other	Tile	
Ceramic Tile	Laminate	Parquet	Vinyl	

Features – Exterior:

Balcony	Fence – Partial	Pool – Above Ground	Storage
Barn	Garden Space	Pool – In Ground	Tennis Court
Basketball Court	Gazebo	Porch	Window Screens
Berth	Guest House	Porch – Covered	Windows – Double Pane
Boat House	Handicap Modified	Porch – Enclosed	Windows – Energy Star
Building	Hot Tub	Porch – Screened	Windows – High Impact
Covered Slip	Natural Shade	Private Dock	Windows – Low E
Deck	Other	Rack	Windows – Solar Shades
Doors – Energy Star	Other – See Remarks	ROW to Water	Windows – Storm
Fence – Dog	Outbuilding	Sauna	Windows – Tinted
Fence – Full	Patio	Shed	Windows – Triple Pane
Fence – Invisible Pet	Playground	Slip	

Features – Accessibility:

3 Ft. Doors	Bathroom w/ Tub	1 st Floor Bedroom	Multi-Level w/ Lift
Access Common Use Areas	Bathroom w/Wall Blocking	1 st Floor Full Bathroom	Multi-level w/Stack Closet
Access Laundry No Steps	Bathroom Blocking in Wall	1 st Floor Hard Surface Floor	No Stairs

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Access Mailboxes No Steps	Easy Grip Door Hardware	1 st Floor Laundry	No Stairs from Parking
Access Parking	Grab Bars in Bathroom	1 st Floor Low Pile Carpet	One-Level Business
Access Restrooms	Handicap Modified	Kitchen w/5 Ft. Diameter	One-Level Home
Accessibility Features	Hard Surface Flooring	Low Pile Carpet	Paved Parking
Bathroom w/5 Ft. Diameter	1 st Floor ½ Bathroom	Low Pressure Door Opening	Zero-Step Entry Ramp
Bathroom w/Roll-in Shower	1 st Floor 3 Ft. Doors	Multi-Levl Bus w/ Elevator	
Bathroom w/Step-in Shower	1 st Floor ¾ Bathroom	Multi-Level w/4 Ft. Stairs	

*Driveway:

Brick/Pavers	Concrete	Gated	None	Right-Of-Way (ROW)
Circular	Crushed Stone	Gravel	Other	
Common/Shared	Dirt	Heated	Paved	

Parking:

Assigned	Off Street	Parking Spaces 5	RV Accessible
Covered	On-Site	Parking Spaces 6+	Reserved
Deeded	On Street	Parking Spaces 1 – 10	Unassigned
Driveway	Other	Parking Spaces 3 – 5	Under
Garage	Paid	Parking Spaces 5 – 10	Unpaid
Leased	Parking Spaces 1	Parking Spaces 11 – 20	Unpaved
None	Parking Spaces 2	Parking Spaces 21+	Visitor
Off Premises	Parking Spaces 3	Paved	
Off-Site	Parking Spaces 4	Permit Required	

Resort: Yes / No / Unknown

Green Verification Program (3 sets, if needed):

Blower Door Test	Indoor airPLUS	Passive House (PHIUS+)
ENERGY STAR Certified Homes	LEED for Homes	Residential New Construction Svcs
EnerPhit	NGBS New Construction	Vermont Home Energy Profile
HERS	NGBS Small Project Remodel	WaterSense
Home Energy Score	NGBS Whole-Home Remodel	Zero Energy Ready Home (DOE Challenge Home)
Home Performance with ENERGY STAR	OTHER	

Green Verification Body:

DOE	Local Provider from USDOE
Efficiency Vermont	Passive House Institute Quality Approved Passive House
EPA	Passive House Institute US PHIUS+
Home Innovation Research Labs	RESNET
Local Provider	USGBC

Green Verification Status: Official / Preliminary

Green Verification Year: _____

Green Verification Rating:

Bronze	Gold	Silver
Certified	PHIUS+ Certified Efficiency	Vermont Certified Efficiency
Emerald	Platinum	Vermont High Performance Home

Green Verification Metric: _____

Green Verification New Construction: Yes / No

Green Verification URL: _____

Lot

*Lot – Acres: _____

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***Lot Description:**

Agricultural	Farm	Lowland	River	Subdivision
Airport Community	Farm – Dairy	Major Road Frontage	River Frontage	Timber
Alternative Lots Avail	Farm – Horse/Animal	Mountain View	Rolling	Trail/Near Trail
Alternative Styles Avail	Field/Pasture	Neighbor Business	Secluded	View
Canal	Hilly	Open	Sidewalks	Walking Trails
City Lot	Interior Lot	Orchards	Ski Area	Water View
Condo Development	Lake Access	Other	Ski Trailside	Waterfall
Conserved Land	Lake Frontage	Pond	Slight	Waterfront
Corner	Lake View	Pond Frontage	Sloping	Wetlands
Country Setting	Lakes	Pond Site	Special Assessment	Wooded
Curbing	Landscaped	PRD/PUD	Steep	
Deed Restricted	Leased	Recreational	Stream	
Deep Water Access	Level	Rental Complex	Street lights	

*Road Frontage: Yes / No / TBD If Yes, Road Frontage Length: _____
 ROW - Parcel Access: Yes / No / Unknown If Yes, ROW – Length: _____ ROW – Width: _____
 ROW to other Parcel: Yes / No / Unknown

Water Body Access:

Owned	Shared Private	View Only
Right of Way	Town Residents Only	

Water Body Name: _____

Water Body Type:

Bay	Cove	Harbor	Ocean	River
Brook	Creek	Lake	Pond	Stream

Water Frontage Length: _____ Water Restrictions: Yes / No

***Roads:**

Association	Easement/ROW	Other	Seasonal
Cul-de-Sac	Gravel	Paved	Shared
Dead End	Limited Access HW	Private	Unpaved
Dirt	None	Public	Water

Rooms

*Rooms – Total: _____ *Bedrooms – Total: _____ *Baths – Full: _____
 *Baths - ¾: _____ *Baths - ½: _____ *Baths - ¼: _____

Room Types:

Attic – Finished	Breezeway	Kitchen	Loft	Playroom
Bath – ½	Den	Kitchen – Eat-in	Master Bedroom	Porch
Bath – ¼	Dining Room	Kitchen/Dining	Master Bedroom Ste	Rec Room
Bath – ¾	Exercise Room	Kitchen/Living	Media Room	Studio
Bath - Full	Family Room	Laundry Room	Mudroom	Sunroom
Bedroom	Foyer	Library	Nursery	Utility Room
Bonus Room	Great Room	Living Room	Office/Study	Wine Cellar
Breakfast Nook	Greenhouse	Living/Dining	Other	Workshop

Room 1 Type: _____ Room 12 Type: _____
 Level: B / 1 / 2 / 3 / 4 Dimensions: _____ Level: B / 1 / 2 / 3 / 4 Dimensions: _____

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Room 2 Type: _____
 Level: B / 1 / 2 / 3 / 4 Dimensions: _____
 Room 3 Type: _____
 Level: B / 1 / 2 / 3 / 4 Dimensions: _____
 Room 4 Type: _____
 Level: B / 1 / 2 / 3 / 4 Dimensions: _____
 Room 5 Type: _____
 Level: B / 1 / 2 / 3 / 4 Dimensions: _____
 Room 6 Type: _____
 Level: B / 1 / 2 / 3 / 4 Dimensions: _____
 Room 7 Type: _____
 Level: B / 1 / 2 / 3 / 4 Dimensions: _____
 Room 8 Type: _____
 Level: B / 1 / 2 / 3 / 4 Dimensions: _____
 Room 9 Type: _____
 Level: B / 1 / 2 / 3 / 4 Dimensions: _____
 Room 10 Type: _____
 Level: B / 1 / 2 / 3 / 4 Dimensions: _____
 Room 11 Type: _____
 Level: B / 1 / 2 / 3 / 4 Dimensions: _____

Room 13 Type: _____
 Level: B / 1 / 2 / 3 / 4 Dimensions: _____
 Room 14 Type: _____
 Level: B / 1 / 2 / 3 / 4 Dimensions: _____
 Room 15 Type: _____
 Level: B / 1 / 2 / 3 / 4 Dimensions: _____
 Room 16 Type: _____
 Level: B / 1 / 2 / 3 / 4 Dimensions: _____
 Room 17 Type: _____
 Level: B / 1 / 2 / 3 / 4 Dimensions: _____
 Room 18 Type: _____
 Level: B / 1 / 2 / 3 / 4 Dimensions: _____
 Room 19 Type: _____
 Level: B / 1 / 2 / 3 / 4 Dimensions: _____
 Room 20 Type: _____
 Level: B / 1 / 2 / 3 / 4 Dimensions: _____
 Room 21 Type: _____
 Level: B / 1 / 2 / 3 / 4 Dimensions: _____
 Room 22 Type: _____
 Level: B / 1 / 2 / 3 / 4 Dimensions: _____

Utilities

***Heating:**

Air to Air Heat Exchanger	Geothermal	Other	Stove
Alternative Heat Stove	Gravity	Passive Solar	Stove – 2
Baseboard	Heat Pump	Programmable Thermostat	Stove – 3
Blowers	Hot Air	Radiant	Stove – Coal
Direct Vent	Hot Water	Radiant Ceiling	Stove -Gas
Electric	House Unit	Radiant Electric	Stove – Pellet
Energy Star System	In Ceiling	Radiant Floor	Stove – Wood
Floor Furnace	In Floor	Radiator	Wall Furnace
Forced Air	Individual	Rented Burner	Wall Units
Gas Heater	Monitor Type	Rented Heater	Wood Boiler
Gas Heater – Unvented	Multi Zone	Space Heater	
Gas Heater - Vented	None	Steam	

***Heat Fuel:**

Coal	Gas – Natural	Kerosene	Other
Convection	Gas – Natural Available	Multi Fuel	Pellet
Electric	Geothermal	None	Solar
Gas – LP/Bottle	Gravity	Oil	Wood

***Water Heater:**

Domestic	Included	Other	Tank
Electric	Kerosene	Owned	Tankless
Free Standing	None	Rented	Tankless Cell
Gas	Off Boiler	Separate	Wood
Gas – LP/Bottle	Oil	Shared	
Gas - Natural	On Demand	Solar	

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***Cooling:**

Air Conditioner	Energy Star System	Other	Whole House Fan
Attic Fan	Individual	Programmable Thermostat	Window AC
Blowers	Multi Zone	Wall AC	
Central AC	None	Wall Units	

***Water:**

Cistern	Grey Water Reuse	Other	Reverse Osmosis
Community	Included	Private	Shared
Deeded	Infrared Light	Public	Spring
Drilled Well	Metered	Public Water – At Street	Unknown
Driven Point	None	Public Water – On-Site	
Dug Well	On-Site Well Exists	Purifier/Soft	
Energy Star	On-Site Well Needed	Reclaimed	

***Sewer:**

500 Gallon	Grey Water	Mound	Pumping Station
750 Gallon	Holding Tank	None	Replacement Field – Off Site
1000 Gallon	Leach Field	On-Site Septic Exists	Replacement Field – On Site
1250 Gallon	Leach Field – At Grade	On-Site Septic Needed	Replacement Leach Field
1500+ Gallon	Leach Field – Conventional	Other	Septic
Alternative System	Leach Field – Existing	Plastic	Septic Design Available
Cesspool	Leach Field – Mound	Private	Septic Shared
Community	Leach Field – Off-Site	Private Available	Soil Test Available
Concrete	Leach Field – On-Site	Public Sewer at Street	Unknown
Deeded	Metal	Public Sewer On-Site	
Drywell	Metered	Pump Up	

***Electric:**

100 Amp	60 AMP	None	Solar PV – Ground Mount
110 Volt	At Street	Off Grid	Solar PV – Roof Mount
150 Amp	Circuit Breaker(s)	Off Peak	Underground
200 Amp	Combo	On Adjacent Property	Wind/Solar
220 Plug	Fuses	On-Site	
220 Volt	Generator	Other	
3 Phase	Generator Ready	Soar PV	

Services:

Cable	Gas – LP/Bottle	Internet – Fiber Optic	T1 Available
Cable – At Site	Gas – On-Site	Internet -Fixed Wireless	Telephone at Site
Cable – Available	Gas – Underground	Multi Phone Lines	Telephone Available
DSL	High Speed Internet – At Site	None	Underground Utilities
DSL – Available	High Speed Internet – Avail	Other	
Fiber Optic Internet Avail	Internet – Cable	Satellite	
Gas – At Street	Internet – Dial-up	Satellite Internet	

Fuel Company: _____

Electric Company: _____

Phone Company: _____

Cable Company: _____

Management Company: _____

Management Company Phone: _____

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Compensation

SubAgency: _____ SubAgency Type: \$ / % Buyer Agency: _____ Buyer Agency Type: \$ / %
 NonAgency Facilitator: _____ NonAgency Facilitator Type: \$ / %
 Transactional Broker (ME Only): _____ Transactional Broker Type: \$ / %
 See Non-Public Remarks Regarding Compensation: Yes / No

Remarks / Disclosures

*Listing Service: Entry Only / Full Service / Limited Service *Short Sale: Yes / No
 *Foreclosed/Bank-Owned/REO: Yes / No *Variable Commission: Yes / No

Documents Available:

Access Permit	Deed	Property Disclosure	State Permit
Aerials	Driveway Permit	Pubic Offering	State Wastewater Permit
Association Docs	Home Energy Rating Cert.	Reserves	Storm Water Permits
Blueprints	Labor/Industry Permit	Results Available	Storm Water Dischrg Permt
Building Permit	Lease Agreements	Right-Of-Way (ROW)	Survey
Building Plans	None	Septic Design	Tax Map
Certificate CC/CO	Other	Septic Report	Town Approvals
Certificate of Compliance	PERC Test	Site Investigations	Town Permit
Certificate of Occupancy	Plat/Grid Map	Soil Data/USDA Map	
Covenants	Plot Plan	State Land-Use Permit	

*Seasonal: Yes / No / Unknown

Restrictions:

# of Occupants	COC Required to Lease	Overnights – No	Pets – Other
55 and Over	Credit Check	Owners Only	References
62 and Over	No Live-Aboards	Pets – Allowed	Smoking – No
Age Limits	No Restrictions	Pets – Cats Allowed	Smoking – Yes
Application Fee	Other	Pets – Dogs Allowed	Tenancy Check
Background Check	Other – See Remarks	Pets – Negotiable	
Cert. Adult Park	Overnights - Allowed	Pets - None	

Maximum Occupancy: _____

Tenant Pays:

All Utilities	Ground Maintenance	Internet Service	Parking	Taxes
CAM	Heat	Landscaping	Recreation	Trash
Cooling	Hot Water	Management Expenses	Sewer	TV Service
Electric	Insurance	Other	Snow Removal	Water

Fee: _____ Fee Frequency: Bi-Weekly / Daily / Monthly / Seasonal / Weekly / Yearly

Fee Includes:

Cable	HOA Fee	Park Fees	Trash
Condo Association Fee	Hot Water	Park Rent	Water
Cooling	Landscaping	Plowing	
Electric	Mobile Home Transfer	Recreation	
Heat	Other	Sewer	

Fee 2: _____ Fee 2 Frequency: Bi-Weekly / Daily / Monthly / Seasonal / Weekly / Yearly

Fee 2 Includes:

Cable	HOA Fee	Park Fees	Trash
Condo Association Fee	Hot Water	Park Rent	Water
Cooling	Landscaping	Plowing	
Electric	Mobile Home Transfer	Recreation	

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Heat	Other	Sewer	
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Fee 3: _____ Fee 3 Frequency: Bi-Weekly / Daily / Monthly / Seasonal / Weekly / Yearly

Fee 3 Includes:

Cable	HOA Fee	Park Fees	Trash
Condo Association Fee	Hot Water	Park Rent	Water
Cooling	Landscaping	Plowing	
Electric	Mobile Home Transfer	Recreation	
Heat	Other	Sewer	

Rent Includes:

All Utilities	Electric	Internet	Recreation	Trash
Cable	Ground Maintenance	Landscaping	Satellite	Water
Cable Internet	Heat	Other	Satellite Internet	
Cooling	High Speed Internet	Parking	Sewer	
DSL	Hot Water	Plowing	Snow Removal	

Items Excluded (150 characters):

Negotiable:

Air Conditioner	Generator	Pool Table	Stove – Wood
Antenna	Hot Tub	Range – Electric	Trash Compactor
Dishwasher	Kitchen Island	Range – Gas	Washer
Dryer	Microwave	Refrigerator	Window Treatments
Freezer	Mini Fridge	Satellite	
Gas Heater	Other	Shed	

Remarks – Public (1,500 characters):

Remarks – Advertising (2,000 characters):

Remarks - Non-Public (500 characters):

Remarks - Intra-Firm (200 characters):

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Occupant / Showing Information

*Input of Owner Name:

I have written permission to submit name	I have written permission to withhold name
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Owner Name: _____ Owner Phone: _____

*Showing Instructions:

12 Hour Notice	Call Property Manager	Leave Message	Showing Via Appt Service
24 Hour Notice	Call Tenant 1 st	Lockbox	Showings by Email
48 Hour Notice	Combo Lockbox	Other	ShowingTime 800-746-9464
Accushow 888-474-6996	Day Sleeper	Owner Occupied	Sign on Property
Appointment	Electronic Lockbox	Pets	Single Broker Showing
Assisted Showings Req'd	Email Co-List Agent	Pins	Tenant Occupied
Call List Agent	Flagged	Power Off	Vacant
Call List Broker	Key at List Office	Security System	Winterized
Call List Office	Key Lockbox	See Remarks – Non-Public	
Call Owner 1st	Leave Card/Sign-In	Showing use ICON	

Showing Service: None / ShowingTime

Occupant Name: _____ Occupant Phone: _____

Occupant Type:

Lessor	Owner	Tenant	Vacant
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Virtual Tours

Previsit Virtual Tour: Yes / No

Previsit VTour URL: _____

Unbranded Tour URL 1: _____

Unbranded Tour URL 2: _____

Branded Tour URL: _____

Data Authorizations

*Display Listing- Internet: Yes / No

*Realtor.com: Yes / No

*RPR: Yes/ No

*Allow Blogging: Yes / No

*Display Address – Internet: Yes / No

*Zillow Group: Yes / No

*ListHub: Yes / No

*Allow AVM: Yes / No