



\* Denotes Required Features

\*County: \_\_\_\_\_ Tax ID # **Note: Use Search County Records Link to select Tax ID # when entering the listing.**

\*Listing Off ID # \_\_\_\_\_ \*List Agent ID # \_\_\_\_\_ (name)

Co-Listing Off ID # \_\_\_\_\_ Co-List Agent ID # \_\_\_\_\_ (name)  
(Co-Listing Office / Agent must be a member of MLS)

\*Property Sub-Type (☑ one):  Commercial Lot  Single Family Lot \*Area: \_\_\_\_\_ \*SIC Code: \_\_\_\_\_  
 Industrial Lot  Resort Lot  
 Multi Family Lot  Acreage

St #: \_\_\_\_\_ Dir: \_\_\_\_\_ Suffix: \_\_\_\_\_ Post Dir: \_\_\_\_\_ Unit: \_\_\_\_\_  
(A, B, etc) (N E S W) (Rd Ave St, etc) (N E S W) (or Lot #)

\*City/Municipality: \_\_\_\_\_ \*Zip: \_\_\_\_\_ **Note: Physical Property Address as verified by the Auditor**

Cross Street (nearest intersection): \_\_\_\_\_

\* Showing Instruction (☑ only one)  Use Schedule a Showing Link  Call Listing Office  Under Contract, Accepting Back-up Offers  Combination Lock Box  
 Call Appointment Center  Call Listing Agent  Electronic Lock Box  Keys at Office  
 Call Seller/Tenant  Vacant, Lock Box  Agent Must be Present for Showing

Showing Instr: \_\_\_\_\_ **Note: Use Listing Comments & ShowingAssist Addendum for ShowingAssist Instructions.**

Public Transportation: \_\_\_\_\_

\*Price: \$ \_\_\_\_\_ \*Auction:  Yes  No  No  No  No  
Note: If Yes, Enter Price = 0 & Enter Type  Absolute  Reserve

\* Agreement Type (☑ only one)  ER: Exclusive Right  EA: Exclusive Agency  BE: Buyers Exclusion  
 ERV: ER Variable Rate  EAV: EA Variable Rate  BEV: BE Variable Rate  
\* Limited Service Listing  Yes  No  
**Note: If Yes, use Agent Remarks to disclose limited services.**

\*Internet  Yes  No \*Show Address on Internet  Yes  No \*Allow Public Blogging on Internet  Yes  No \*Allow AVM (Automated Valuation Model) on Internet  Yes  No  
**Note: The primary, exterior photo or sketch must be supplied within 5 business days of the entry date.**

\*Sub Agency-Coop: \_\_\_\_\_ \*Buyer Agency-Coop: \_\_\_\_\_  
**Note: % or \$ Sign Required & Amount**

Acreage (Lot Size): \_\_\_\_\_ (# of Acres) **Search Hint: Check "Include 0 Acres" to include listings where Acreage was left "blank" in the results.**

\*List Date: \_\_\_/\_\_\_/\_\_\_ \*Expiration Date: \_\_\_/\_\_\_/\_\_\_

\*District (School) : \_\_\_\_\_ **Note: District Phone is required and must be selected from list during listing entry.**

Name of Occupant or Owner: \_\_\_\_\_

\*Property Ownership:  Consumer  Lender Owned (REO, F-MAE, F-MAC) \*Short Sale  Yes  No \*Third Party Approval Required  Yes  No  
 Builder/Developer  Government (HUD, VA)  
 one)  Corporate  Estate/Trust

Township: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Other Tax ID#(s): \_\_\_\_\_ \*Assessment Amt: \_\_\_\_\_ (Annual)

\*Semi-Annual-Taxes: \_\_\_\_\_ \*Tax Rate: \_\_\_\_\_

Marketing Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**Note: Approximately 250 characters**

Use Picture Descriptions for extended Marketing Remarks. No form of agent, broker or seller promotion or contact information permitted in Marketing Remarks.

Agent Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**Note: Approximately 250 characters**

\*Directions: \_\_\_\_\_  
\_\_\_\_\_  
(approximately 105 characters)

\*Lot Dimensions: \_\_\_\_\_ (40X100 or Description) Wooded Acreage: \_\_\_\_\_ (# only)

Frontage: \_\_\_\_\_ (# only) Frontage Description: \_\_\_\_\_

Cleared Acreage: \_\_\_\_\_ (# only) Acre Price\$ \_\_\_\_\_

Deed Restrictions: \_\_\_\_\_

<b>↓ Required Features ↓</b>			
<b>*Elevation (☑ one):</b> <input type="checkbox"/> Rolling <input type="checkbox"/> Flat <input type="checkbox"/> Hilly	<b>*Wooded (☑ one):</b> <input type="checkbox"/> Partly <input type="checkbox"/> Cleared <input type="checkbox"/> Heavily	<b>*Gas (☑ one):</b> <input type="checkbox"/> Natural <input type="checkbox"/> Propane <input type="checkbox"/> None <input type="checkbox"/> At Street	<b>*Water Source (☑ one):</b> <input type="checkbox"/> Public <input type="checkbox"/> Cistern <input type="checkbox"/> Well <input type="checkbox"/> Lake <input type="checkbox"/> Pond <input type="checkbox"/> None <input type="checkbox"/> At Street
<b>*Sewer (☑ one):</b> <input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> Septic <input type="checkbox"/> Aerobic <input type="checkbox"/> None	<b>*Easements (☑ up to two):</b> <input type="checkbox"/> Of Record <input type="checkbox"/> Sewer <input type="checkbox"/> Drive <input type="checkbox"/> Road <input type="checkbox"/> Pipe <input type="checkbox"/> None	<b>*Occupancy (☑ one):</b> <input type="checkbox"/> At Closing <input type="checkbox"/> 30 Days <input type="checkbox"/> 60 Days <input type="checkbox"/> 90 Days <input type="checkbox"/> Immediate <input type="checkbox"/> Negotiable <input type="checkbox"/> Tenant Right	<b>*Land Description (☑ up to two):</b> <input type="checkbox"/> Less than .5 Acre <input type="checkbox"/> .5 to .999 Acre <input type="checkbox"/> 1 to 4.999 Acres <input type="checkbox"/> 5 to 9.999 Acres <input type="checkbox"/> 10-19 Acres <input type="checkbox"/> 20-49 Acres <input type="checkbox"/> 50-99 Acres <input type="checkbox"/> Over 100 Acres <input type="checkbox"/> Consider Divide

↓ **Optional Features– Use “Listing Comment Addendum” to add ☑ Comments for Selected Choices** ↓

<b>View:</b> <input type="checkbox"/> River <input type="checkbox"/> City <input type="checkbox"/> Golf Course <input type="checkbox"/> Lake/Pond	<input type="checkbox"/> Park <input type="checkbox"/> Woods <input type="checkbox"/> Valley <input type="checkbox"/> <b>Comments</b>	<b>Topography:</b> <input type="checkbox"/> Cleared <input type="checkbox"/> Flood Fringe Area <input type="checkbox"/> Lake/Pond <input type="checkbox"/> Lake/Pond Site <input type="checkbox"/> Level <input type="checkbox"/> Low <input type="checkbox"/> Pasture <input type="checkbox"/> Rolled <input type="checkbox"/> Sloped <input type="checkbox"/> Steep <input type="checkbox"/> Stream/Creek <input type="checkbox"/> Undeveloped <input type="checkbox"/> <b>Comments</b>
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<b>Improvements:</b> <input type="checkbox"/> Curbs <input type="checkbox"/> Driveway <input type="checkbox"/> Gutters <input type="checkbox"/> None <input type="checkbox"/> Sidewalks <input type="checkbox"/> Underground Util <input type="checkbox"/> <b>Comments</b>	<b>Utilities Available:</b> <input type="checkbox"/> Cable TV <input type="checkbox"/> Electricity <input type="checkbox"/> Gas <input type="checkbox"/> Sewer <input type="checkbox"/> Telephone <input type="checkbox"/> Water <input type="checkbox"/> <b>Comments</b>	<b>Miscellaneous:</b> <input type="checkbox"/> Corner <input type="checkbox"/> Cul-de-sac <input type="checkbox"/> Fencing Part <input type="checkbox"/> Fencing Total <input type="checkbox"/> Irrigation <input type="checkbox"/> Rail Siding <input type="checkbox"/> Valley <input type="checkbox"/> Waterfront <input type="checkbox"/> <b>Comments</b>	<b>Documents Available:</b> <input type="checkbox"/> Aerial Photo <input type="checkbox"/> Deed Restrict <input type="checkbox"/> Feasibility <input type="checkbox"/> Plan/Plat <input type="checkbox"/> Site Plan <input type="checkbox"/> Soil Map <input type="checkbox"/> Soil Survey <input type="checkbox"/> Survey <input type="checkbox"/> <b>Comments</b>
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<b>Trees:</b> <input type="checkbox"/> Cedar <input type="checkbox"/> Fruit <input type="checkbox"/> Heavily Wood <input type="checkbox"/> Hickory <input type="checkbox"/> Marketable Timber <input type="checkbox"/> Oak <input type="checkbox"/> Partial Wooded <input type="checkbox"/> Pine/Timber <input type="checkbox"/> Scrub <input type="checkbox"/> <b>Comments</b>	<b>Accessible Trans:</b> <input type="checkbox"/> City Street <input type="checkbox"/> County Road <input type="checkbox"/> Easement Road <input type="checkbox"/> Gravel Road <input type="checkbox"/> Paved Road <input type="checkbox"/> Private Maint Road <input type="checkbox"/> Railroad Siding <input type="checkbox"/> State Highway <input type="checkbox"/> US Highway <input type="checkbox"/> <b>Comments</b>	<b>Best Use:</b> <input type="checkbox"/> Corn/Business <input type="checkbox"/> Dairy <input type="checkbox"/> Farming <input type="checkbox"/> Hotel/Motel <input type="checkbox"/> Industrial <input type="checkbox"/> Office <input type="checkbox"/> Recreational <input type="checkbox"/> Residential Multi Family <input type="checkbox"/> Residential Single Family <input type="checkbox"/> Restaurant <input type="checkbox"/> Retail <input type="checkbox"/> Timber <input type="checkbox"/> <b>Comments</b>
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**Zoning (☑ up to 2):**  Residential  Office  Multi Family  Agricultural  Business  Commercial  Industrial  Unzoned  Nonconforming  See Remarks  **Comments**

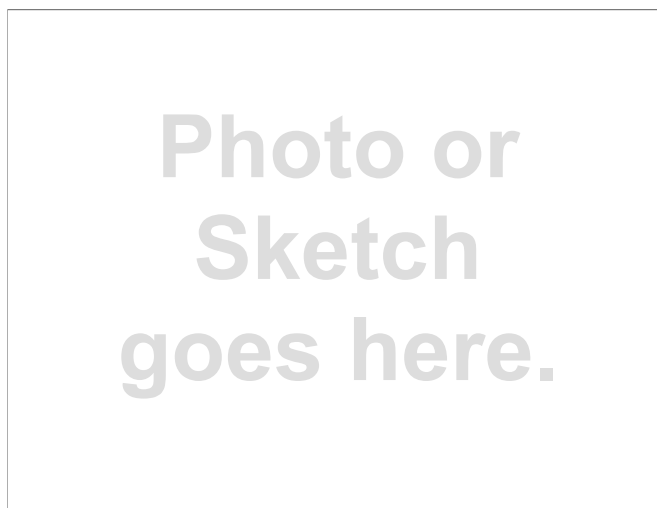
**\*Special Financing :**  Yes  No

↑ **\*If Yes:**  Assumable  Owner  Land Contract  Exchange  Lease Option  Lease Purchase  Other

**Financing Remarks:** \_\_\_\_\_

## Land/Acreage Layout Sheet

MLS# \_\_\_\_\_ Area \_\_\_\_\_ SIC \_\_\_\_\_ Address \_\_\_\_\_ LO ID# : \_\_\_\_\_



**Aspect Ratio (ratio of the height to width) = 1 to 1.33 (example: 3" high by 4" wide)**  
*(Measurements of image may be any size, as long as it maintains this ratio.)*  
*Images supplied that are not in this ratio will be cropped to fit)*

(PLEASE INCLUDE ADDRESS INFORMATION)

Photos, Sketches or renderings submitted cannot be returned.