



Fields, marked with an asterisk (\*) and Bold Text, are required.

<b>*Class: (Select One)</b> <input type="checkbox"/> 1. Residential <input type="checkbox"/> 3. Farms <input type="checkbox"/> 7. Residential Lease  <b>*Type:</b> <input type="checkbox"/> Residential	<b>*Area:</b> _____ (Lookup)  <b>*Address:</b> _____ <div style="display: flex; justify-content: space-between; font-size: small;"> <span>*St. #</span> <span>*Street Name</span> </div> <b>*City:</b> _____ (Lookup)  <b>*ZIP:</b> _____ (5) <b>Zip+4:</b> _____ (4)	<b>*WEB</b> <input type="checkbox"/> Yes <input type="checkbox"/> No  <b>*FOR SALE or LEASE</b> <input type="checkbox"/> For Sale <input type="checkbox"/> For Lease: \$ _____  <b>*List Price \$:</b> _____ (10)
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<b>#Rooms:</b> _____ (2) <b>#Bedrooms:</b> _____ (2) <b>#Above Grade Bedrooms:</b> _____ (2) <b># Total Baths :</b> _____ (2)	<b>*Style :</b> _____ (Lookup) <b>*Basement :</b> _____ (Lookup) <b>*Garage :</b> _____ (Lookup)	<b>*Pool</b> <input type="checkbox"/> 1. No <input type="checkbox"/> 2. Yes	<b>*Fireplace</b> <input type="checkbox"/> 1. No <input type="checkbox"/> 2. Yes	<b>*Waterfront</b> <input type="checkbox"/> 1. No <input type="checkbox"/> 2. Yes	<b>*Auction</b> <input type="checkbox"/> 1. No <input type="checkbox"/> 2. Yes
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**\*List Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **\*Expire Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
**\*List Agent:** \_\_\_\_\_ **\*Voice Mail #** \_\_\_\_\_ **\*List Office:** \_\_\_\_\_  
 Co-List Agent: \_\_\_\_\_ Co-List Office: \_\_\_\_\_  
**Subdivision:** \_\_\_\_\_ (20) **\*Zoning:** \_\_\_\_\_ (4) **\*Township:** \_\_\_\_\_ (Lookup)  
**\*Lot Size:** \_\_\_\_\_ (30) **\*Lockbox (Y/N):** \_\_\_\_\_  
**Owner Name:** \_\_\_\_\_ (30) **\*To Show Phone:** \_\_\_\_\_ (12)  
**\*Legal :** \_\_\_\_\_  
 \_\_\_\_\_ (150)

**\*Elementary:** \_\_\_\_\_ (Lookup) **\*Middle School:** \_\_\_\_\_ (Lookup) **\*Senior High:** \_\_\_\_\_ (Lookup)

**\* Above Grade Sq Ft:** \_\_\_\_\_ (5) **\*Main Level Sq Ft:** \_\_\_\_\_ (5) **\*Upper Level Sq Ft:** \_\_\_\_\_ (5)  
**\* Below Grade Finished Sq Ft:** \_\_\_\_\_ (5) **\*Total Below Grade Sq Ft:** \_\_\_\_\_ (5) **\* Combined Finished Sq Ft:** \_\_\_\_\_ (5)

ROOMS	DESCRIPTION	* LEVEL (M,U,L,N)	ROOMS	DESCRIPTION	* LEVEL (M,U,L,N)
Living Room:	_____	* _____	Bedroom 1:	_____	* _____
Dining:	_____	* _____	Bedroom 2:	_____	* _____
Kitchen:	_____	* _____	Bedroom 3:	_____	* _____
Family Room:	_____	* _____	Bedroom 4:	_____	* _____
Other Room1:	_____	* _____	Bathroom:	_____	_____
Other Room2:	_____	* _____			

**Fireplace Description:** \_\_\_\_\_ (12) **\*Year Built:** \_\_\_\_\_ (4)  
**\*Water:** \_\_\_\_\_ (12) **Utility Costs:** \_\_\_\_\_ (12)  
**\*Sewer:** \_\_\_\_\_ (12)  
**\*BAC:** \_\_\_\_\_ (12) **Special Designations:** \_\_\_\_\_ (12)  
*(Buyer Agent Compensation)* *(EXCLPRO, EAL, DC, TPA)*

**\*Tax ID:** \_\_\_\_\_ (18) **\*Taxes:** \_\_\_\_\_ (6) **Secondary Tax ID:** \_\_\_\_\_ (18)

**\*Directions :** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ (150)

<b>REMARKS</b>	<b>Public Remarks: (512)</b> _____ _____ _____ _____ <b>Agent Remarks: (512)</b> _____ _____ _____ <b>Addendum/Supplement: (4000 characters)</b> _____ _____ _____
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**FEATURES:** Under each category given, select all numbers that apply.

**A. APPLIANCES**

- NONE None
- RAN Range
- REF Refrigerator
- DSH Dishwasher
- MIC Microwave
- DSP Disposal
- CMP Trash Compactor
- FRZ Freezer
- WSH Washer
- DRY Dryer
- GGR Gas Grill
- WSR Water Sftnr Rent
- WSO Water Sftnr Own
- OVN Oven

**B. \*BASEMENT**

- SLB Slab
- CRW Crawl
- PAR Partial
- FUL Full
- MCH Michigan
- OUT Outdoor Entrance
- FRR Family/Rec Room
- DEN Den/Office
- KIT Kitchen
- BR Bedrooms
- UTL Utility Room
- FP Fireplace
- UNF Unfinished
- FIN Finished
- PFN Partially Finished
- WO Walkout
- EGR Egress Windows
- BTH Bath

**C. EXTRA ROOMS**

- Main Floor Laundry
- Den/Office
- Enclosed Porch
- Finished Attic
- Second Kitchen
- Family/Rec Room
- In-Law Room
- Eat-In Kitchen
- Master Bed/Bath
- Formal Dining Room
- Sun Room
- Screened Porch
- LR/DR Combo
- Great Room

**D. EXEMPTIONS**

- MTG Mortgage
- HMC Homestead Credit
- 65 Over 65
- BLN Blind
- DAB Disability
- VET Veterans
- OTH Other
- NONE None

**E. FEATURES**

- Attic Fan
- Balcony
- Cathedral Ceilings
- Deck
- Sauna
- Fenced Yard
- Garden Shed
- Hardwood Floors
- In-Ground Pool
- Hot Tub
- Handicap Access
- Workshop
- Foyer Entry
- Natural Woodwork
- Home Warranty
- Patio
- Security System
- Wet Bar
- Sprinkler System
- Cable TV
- Satellite Dish
- Association Fee
- Woodburning Stove
- Gas Water Heater
- Electric Water Heater
- Special Assessments
- Above Ground Pool
- Water Purification System

**F. \*GARAGE**

- 1CAR 1 Car
- 2CAR 2 Car
- 3+ CAR 3 + Car
- ATT Attached
- DET Detached
- CPT Carport
- HEA Heated
- OFF Off Street Parking
- GDO Garage Door Opener
- POLE Pole Barn
- NONE None

**G. \*HEATING AND COOLING**

- Gas Heat
- Electric Heat
- Oil Heat
- Propane Heat
- Solar Heat
- Central Heat
- Heat Pump
- Forced Air
- Gravity
- Hot Water
- Baseboard
- Radiant
- Wall Heater
- Central AC
- Wall/Window AC
- No AC
- Other See Remarks

**H. \*LOT/ACREAGE DESCRIPTION**

- Cul-de-Sac
- City/Suburban Lot
- Less than 1 Acre
- 1 - 2.99 Acres
- 3 -10.99 Acres
- 11 - 50 Acres
- More than 50 Acres
- Wooded
- Corner
- On Golf Course
- Tillable

**I. OUTBUILDINGS (Farms only)**

- Large Barn
- Small Barn
- Grain Storage
- Implement Shed
- Corn Cribs
- Chicken House
- Stable/Tack Room
- Other

**J. \*POSSIBLE FINANCING**

- Cash/Conventional
- Assumable Mortgage
- Assumable Mortgage with Approval
- Will Consider FHA
- Will Consider Land Contract
- Will consider Farm Home
- Will Consider Seller Assistance
- Creative Financing
- Trade/Exchange
- Second Mortgage
- Will Consider VA

**K. POSSESSION**

- CLS Day of Closing
- NPR Negotiable/with prorate Rent after Closing
- NEG Negotiable
- OTH Other

**L. SHOWING INSTRUCTIONS**

- Appointment Only
- Key at List Office
- Call List Office
- Key Box
- 24 Hours Notice
- List Agent Must Accompany
- Show Anytime
- Other See Remarks

**M. \*STYLE**

- Ranch
- Manufactured/Mobile Home
- Bi-Level
- Tri-Level
- Quad Level
- 1.5 Story
- 2 Story
- Condo
- Townhouse
- Patio Home
- Duplex
- Bungalow
- Log Home
- Villa
- Modular
- Other

**N. TYPE OF FARM (FARMS ONLY)**

- Grain
- Dairy
- Hog
- Poultry
- Cattle
- Horse
- Multi-Purpose

**O. \*WATERFRONT**

- Elkhart River
- Little Elkhart River
- Lake
- Creek
- Pond
- None
- Upper St. Joe River
- Lower St. Joe River

**P. \*EXTERIOR**

- All Brick
- All Stone
- Hardboard
- Aluminum
- Cedar
- Wood
- Asphalt
- Asbestos
- Shingle
- Vinyl
- Partial Brick
- Partial Stone
- Stucco
- Steel
- Other