



Property Address _____ ML# _____

MLS INFORMATION

AP# _____ List Date _____ Expiration Date _____

ML# _____ (System Generated)

Street # _____ Direction E/N/S/W _____ Street Name _____ Street Type _____ Unit # _____ (i.e.: Avenue, Street, Alley, Circle)

City _____ Area _____ County _____
Orange (OR) Ventura (VE) Kern (KE)
Los Angeles (LA) Imperial (IM) Other California County (OT)
Riverside (RI) Santa Barbara (BA) Other State (OS)
San Bernardino (SB) San Luis Obispo (SO) Foreign Country (FC)
San Diego (SD)

TGNO _____ Cross Streets _____ Builder Tract Code _____ (Search for Tract Codes at www.insidetract.com)

Builder Tract Name _____ Zoning _____ List Price _____

AP# _____ Listing Agreement Type _____ Service Level _____
Exclusive Agency Net Full Service
Exclusive Right To Sell/Lease Open Limited Service
Exclusive Right With Exception Probate MLS Entry Only

Have _____ Loan \$ _____ Gross Equity _____

Table with 6 columns: View Desc, Courtyard View, Hills View, Ocean View, Pond View, Valley View, etc.

Lot Dimensions _____ Acres _____ Parcel Size in Sq Ft _____ Price Per SqFt \$ (System Generated)

Table with 2 columns: Units Per Acre, 0-1 Unit/Acre, 26-30 Units/Acre, etc.

Incorporated NA/ Yes / No

Certificate of Compliance

Table with 2 columns: Completed, Pending, Has Conditions, Required, etc.

Table with 2 columns: Legal Desc, Bankruptcy, Beach Rights, Coastal Commission Restrictions, etc.

Property Description (1000 chars max) _____

Directions (250 chars max) _____

PROPERTY DESCRIPTION

Distance to Water _____
Distance to Stores _____
Distance to Schools _____
Distance to Churches _____
Distance to Freeway _____
Distance to Bus _____
Distance to Phone Service _____
Distance to Sewer _____

Distance to Electricity _____
Distance to Gas _____
Street Frontage _____
Mineral Rights NA/ Yes / No _____
Possible New Zone _____
Redevelopment Area NA/Yes / No _____
Ingress/Egress _____
Easements NA/Yes / No _____

Fee NA/Yes / No _____
Horse Property NA/Yes / No _____
Fence _____
Fence Condition _____
Cleared _____
Elevation Above Sea Level _____
Type of Soil _____
Current Geological Yes/No _____

Owner Survey NA/Yes / No _____
Established Corners NA/ Yes / No _____
Public Street Yes / No _____
Total % Usable _____
Tract Map Final / None / Pending _____
Survey Buyer Pays /Corners Marked _____
Seller Pays / Survey Done _____
Trees (Fruit & Shade) _____

Property Address _____ ML# _____

Topography (35 chars max) _____

Present Use (100 chars max) _____

Potential Use (100 chars max) _____

Improvement Rmks (150 chars max) _____

INFRASTRUCTURE

Water District Name _____ Well NA/ Yes / No How Deep (Ft) _____ Pump Motor HP# _____

Gallon Per Minute _____ Est Size Hole/Casing _____ Est Water Table _____ Water _____

Street Lights Yes / No Septic NA/ Yes / No

Lot Desc

Backs to Parkland	Fenced	Moderately Treed Lot	Reservoir	Street Paved	District	Shared Spring
Backs to Trees	Fruit Trees	Mountainous	Rolling	Tear Down	Fire Hydrant	Spring(s)
Bay Front	Gated Community	Near Public Transit	Room for a Pool	Tidal Wetlands	Lateral Not Installed/ Must Tap Off Main	Stock Company
Beach Access	Heavily Treed Lot	No Landscaping	Rip-Rapped	Utilities - Overhead	Meter on Property	Storage Tank(s)
BLM/National Forest	Horse Property	No Trees	Room for Tennis Court	Utilities -Underground	Meter Paid/No In	Stream
Bluff Front	Improvements Bonded	Non-Tidal Wetlands	Seasonal Creek	Valley	Other	Tap Free
Building Plans Available	Lagoon Front	Not on thru Street	Seawall	Value Mainly In Land	Mutual Water Source	Well
Canyon Rim	Lake on Lot	Ocean Access	Secluded	Water Access	No Water on property	Well Permit -
Community Mailbox	Large Tree(s) - Over 40 Feet	Ocean Front	Shade Trees	Water Front	Other	Applied For
Corner Lot	Level	Ocean Side of Freeway	Single Loaded Street		Private	Well Permit -
Creek/Stream on Lot	Lot 10,000-19,999 SqFT	Ocean Side of Highway 1	Slope - Gentle		Public Hook-Up	Well - Shared
Cul-De-Sac	Lot 10,000 - 39,999 SqFT	On Navigable Water	Slope - Steep		Available	Well/Irrigation Only
Cultivated	Lot Irregular	Playscape	Small Tree(s) - Under 20 Feet		River	
Curbs-Walks	Lot Over 40,000	Possible Pool Site	Some Landscaping		Electric	Gas
Decorative Pond	Lot Rectangular	Premium Lot	Sparsely Treed Lot		Available	Natural Avail
Desert Back	Lot Square	Preserve/Public Land	Stone Retaining Walls		In Street	None
Desert Front	Medium Tree(s)- 20-40 Feet	Private Road	Street Dirt		None	On Property
Estuary Front	Military Land	Redevelopment Area	Street Gravel		Property	Propane
					Unknown	Unknown

Storm Drains In NA/Yes / No Percolate NA/ Yes / No Paved Streets Yes / No Existing Bonds NA/ Yes / No Sidewalks, Curbs NA/ Yes / No

Telephone

In Street	On Property	Aerobic Septic	Cesspool	In Street Paid	Mound System	Public Sewer	Site Evaluation on File
None	Other	Applied for Permit	Gravity Septic Field	In, Connected & Paid	Not Applied for Permit	Septic Pump	
		Assessments	Holding Tanks(s)	Lateral/Tap - Off Main	Pressure Dose	Septic Tank	
		Bonds	In Street	Lateral/Tap - On Site	Public Hookup Available	Sewer	
		Capping Fill	In Street on Bond	Low Pressure Pipe (LPP)	Public Septic	Shared Septic	

Special Assessments (18 chars max) _____

TAX INFORMATION

Total Property Tax _____ Tax Area _____ Tax Rate Year _____ Tax Rate _____

Land \$ _____ Land % _____ Improvements \$ _____ Improvements % _____

Personal Property \$ _____ Personal Property % _____ Total Assessed Value _____

Lot # _____ Block # _____ Tract # _____ Parcel # _____ Parcel Map # _____

FINANCIAL INFO

Financial Info as of _____

1st TD _____ **Loan Payment** _____ **Loan Due Date** _____ **Lender** _____

Assumable NA/ Yes / No **Type of Existing Loan** _____ **Interest Rate** _____ **Loan Fee** _____

All Inclusive Trust Deed	FHA
Cal Vet	Other – See Remarks
Clear	Private
Contract	Small Business Administration
Conventional	VA Loan

Financial Remarks (75 chars max) _____

2nd TD _____ **Loan 2 Payment** _____ **Loan 2 Due Date** _____ **Lender 2** _____

Loan Assumable 2 NA/Yes / No **Loan Type 2** _____ **Interest Rate 2** _____ **Loan Fee 2** _____

All Inclusive Trust Deed	FHA
Cal Vet	Other – See Remarks
Clear	Private
Contract	Small Business Administration
Conventional	VA Loan

Subordinate NA/ Yes / No **Lien Release** NA/ Yes / No **Assoc Name** _____ **Dues \$/Mo** _____

Land Lse Fee / Lease **Lease \$** _____ **Lease Time** Month / Year **Year Lease Expires** _____

Special Study NA/ Yes / No **Flood Zn** NA/ Yes / No **Coastal Zone** NA/ Yes / No **Slide Zone** NA/ Yes / No

® Terms	® Bond Assessment	® Notice of Default Yes / No
All Inclusive Trust Deed	Buyer to Assume	
Assumable with No Restrictions	Buyer to Verify	® Private Transfer Taxes Yes / No
Assumable with Restrictions	Govt Action Pending	
Cal Vet	Mello Roos	® Short Pay Yes / No
Cash	Seller to Pay	
Cash To Existing Loan		
Cash To New Loan		
Concurrent Close		
Exchange		
Fannie Mae		
FHA Loan		
Fractional Interest		
Freddie Mac		
Home of Choice		
Joint Venture		
Land Contract		
Lse - Opt to Buy		
Owner May Carry		
Owner Will Carry		
Real Estate Owned		
Relocation		
Shared Equity		
Seller Pays Closing Costs		
Subject to Court		
Subject to Estate Ruling		
Subject to Other		
Submit		
Subordinate		
Tenants in Common		
Trade		
Trust Conveyance		
VA Loan		
VA No Loan		
VA No No Loan		

Financial Remarks (75 chars max) _____

SHOWING INSTRUCTIONS

® Showing Instr	® Show Phone _____
24 – Hour Notice	_____
Agent or Owner to be Present	Owner Name _____
Alarm on Property	_____
Animal(s) on Property	Owner Phone _____
Appointment Only	_____
Appointment with Occupant	® S/O Comp _____
Appointment with Office	_____
Auction	® S/O Comp % / \$
BEWARE OF DOG	_____
Call First	_____
Call Listing Office	_____
Day Sleeper	_____
Drive By Only	_____
Gate Pass	_____
Go Direct	_____
Lock Box	_____
Pet(s) on Premises	_____
Restricted Access- Call Listing Agent	_____
Restricted Days	_____
Restricted Hours	_____
See Remarks	_____
Sign on Property	_____
Subject To Inspection	_____
Call Listing Agent	_____
Do Not Contact Occupants	_____
Registration Required	_____

® Lock Box Location	® Lockbox Type	® Dual/Variable Rate Comm	Call For Information	See Remarks
Call Listing Office	Supra - SoCal MLS	Supra - DAMLS	No	Yes
Front Door	Supra- SRAR/BAOR	Supra- GSBRLMS		
Front Gate	Call Listing Office	Supra- MRMLS		
Garage Door	Combo - See Remarks	Supra-Newport		
Gas Meter	No key Safe	Supra Key		
No Key Safe	Other - See Remarks	Multacc		
Rear Door				
See Remarks				
Side Door				
Side Gate				
Sign Post				
Vault				
Water Pipe				

LIST OFFICE/AGENT INFO

List Board ID _____ (System Generated) **List Office Name** _____ (System Generated) **List Company ID** _____ (System Generated)

List Office ID _____ (System Generated) **List Office Phone** _____ (System Generated) **List Office Fax** _____ (System Generated)

List Agent Full Name _____ (System Generated) **List Agent First Name** _____ (System Generated)

List Agent Last Name _____ (System Generated) **List Agent ID** _____ (System Generated)

List Agent Preferred Phone _____ **List Agent Preferred Phone Ext** _____ **Agent Res Phone** _____

Agent Preferred Fax _____ **List Agent Cell Phone** _____ **List Agent Pager** _____

Voicemail _____ **List Agent Voicemail Ext** _____ **List Agent Email** _____

List Agent Website _____ **List Agent Blog Website** _____

CO LIST OFFICE/AGENT INFO

Co List Agent ID _____ (System Generated) **Co List Agent Full Name** _____ (System Generated)

Co List Agent First Name _____ (System Generated) **Co List Agent Last Name** _____ (System Generated)

Co List Agent Preferred Phone _____ **Co List Agent Preferred Phone Ext** _____

Co List Agent Res Phone _____ **Co List Agent Preferred Fax** _____

Co List Agent Pager _____ **Co List Agent Cell Phone** _____

Co List Agent Voicemail _____ **Co List Agent Voicemail Ext** _____ **Co List Office ID** _____

Co List Agent Email _____

SELL OFFICE/AGENT INFO

Sell Board ID _____ (System Generated) **Sell Office Name** _____ (System Generated) **Sell Company ID** _____ (System Generated)

Sell Office ID _____ (System Generated) **Sell Office Phone** _____ (System Generated) **Sell Office Fax** _____ (System Generated)

Sell Agent Full Name _____ (System Generated) **Sell Agent First Name** _____ (System Generated)

Sell Agent Last Name _____ (System Generated) **Sell Agent ID** _____ (System Generated)

Sell Agent Preferred Phone _____ **Sell Agent Preferred Phone Ext** _____ **Sell Agent Res Phone** _____

Sell Agent Preferred Fax _____ **Sell Agent Cell Phone** _____ **Sell Agent Pager** _____

Voicemail _____ **Sell Agent Voicemail Ext** _____ **Sell Agent Email** _____

Agent Agent Website _____ **Agent Agent Blog Website** _____

Property Address _____ ML# _____

AGENT REMARKS

Agent Remarks (1000 chars max) _____

INTERNET INFORMATION

Address on Internet? Yes/No IDX Yes/No Listing Paid NA/Yes/No Broker Load NA/Yes/No

LISTING ACTIVITY

List Date _____ Expiration Date _____

Change to Pending/Backup Offers/First Right of Refusal

Pending (Projected Sale) Price \$ _____

Projected Close Date _____

Pending Date _____

(Listing will auto-sell 14 days after the Projected Date)

Financing _____

- All Inclusive Trust Deed
- Assumed
- Cal Vet
- Cash
- Conventional
- FHA Loan
- Land Contract
- Other-See Rmks-Call List Office
- Land Contract
- Other-See Rmks-Call List Office
- Owner Carried
- Private
- Trust Conveyance
- VA Loan

Selling Agent _____

Sold Terms _____

- Auction
- Buyer Concessions
- Contract Of Sale
- Exchange/Trade
- In Foreclosure
- Lease Option
- Real Estate Owned
- Seller Concessions
- Short Payoff
- Standard Sale

CLOSED INFORMATION

Selling Agent _____ Pending Date _____

Closed Date _____ Sales Price _____

Sold Terms _____

- Auction
- Buyer Concessions
- Contract Of Sale
- Exchange/Trade
- In Foreclosure
- Lease Option
- Real Estate Owned
- Seller Concessions
- Short Payoff
- Standard Sale

Financing _____

- All Inclusive Trust Deed
- Assumed
- Cal Vet
- Cash
- Conventional
- FHA Loan
- Land Contract
- Other-See Rmks-Call List Office
- Land Contract
- Other-See Rmks-Call List Office
- Owner Carried
- Private
- Trust Conveyance
- VA Loan

“The accuracy of all information, including square footage and lot sizes is deemed reliable but not guaranteed and should be independently verified through personal inspection with the appropriate professionals.”

Signature _____ Date _____ Signature _____ Date _____

Signature _____ Date _____ Signature _____ Date _____