

MLS input data sheet

If this form is not filled out completely it will delay the input of your listing, all information is required.

RESIDENTIAL / CONDO / LAND / COMMERCIAL

Listing date _____	Year built: _____	Yr. Updated _____
Listing length _____	School system: _____	
Listing price _____	Acres: _____	
address of property _____	Lot dimensions: _____	
city / zip _____	Water: city or well _____	(circle all that apply below)
county _____	Sewer: city _____	septic _____
township name _____	City or Township? (circle one) _____	
Mailing city name: _____	Style: Colonial / Ranch / Cape Cod / Other, write below _____	
full and half baths _____	Tri-level / Quad- level / Bungalow / Condominium _____	
bedrooms _____	garage: 0 1 1.5 2 2.5 3 3.5 4 _____	
Parcel ID _____	garage: attached _____	detached _____
Total Sq Feet _____	(NOT INCLUDING BASEMENT)	
Sq ft on 1st floor _____	2nd floor sq. footage: _____	Fin. Bsmt: _____
Between what roads? _____		
Legal descrip: _____		
Commission offered in MLS: _____	Approx. amt. Owed: _____	
Subdivision Name: _____	Short Sale? Yes or No, circle one	
Directions: _____		

North or South (of which road): _____ East or West (of which road): _____

LEVEL	BSMT	1ST	2ND	3RD	CIRCLE ALL THAT APPLY
Bdrms:					
Baths:					Appliances that STAY WITH HOME:
1/2 Baths:					Refrigerator / Stove / Microwave / dishwasher
fmly room					Other: _____
Great Room					Fireplaces: 0 / 1 / 2 / 3 / gas / wood burning
Stdy / Den					Which rooms have fireplaces _____
Living room					Basement: yes no <u>Sq. ft.:</u>
Laundry					Walkout: yes no
Fireplace					Basement Type: (Circle One)
Dining room					Finished/ Partially Finished/ Unfinished
Library/study					Daylight windows: (Circle One) Yes or No
Breakfast area					Tax Value: _____ yr:
Florida Room					SEV: _____ yr:
ENTER ROOM SIZES BELOW					Sum Tax: _____ yr.
Living					Win Tax: _____ yr.
Dining					Homestead: yes no
Brkfst area					Possession: Immed / 30 / 60 , etc. _____
Kitchen					Heat: Gas f.a./ other: _____
Study / Den					Natural gas / propane / baseboard / hot water / zoned
Library					Air Cond: yes no central
Great Room					alarm yes no
Family Room					sprinkler yes no
Florida Room					CIRCLE BELOW
Laundry					Other: ceiling fan / skylights / vaulted
Master Bed		level: _____			Flooring: carpet / wood / vinyl / tile
Bed #2		level: _____			IF CONDO OR HOME OWNERS ASSOCIATION
Bed #3		level: _____			Ass. Fee Monthly / Quartely? Circle one
Bed #4		level: _____			Ass. Phone: _____
Bed #5		level: _____			Restrictions: _____
Bed #6		level: _____			Building no: _____ Unit No: _____
Master Bath	Yes/No	Jacuzzi? Yes / no			What is included with dues? Gas / water / electric / cable
					Pool / Tennis Ct. / Clubhouse (circle)

Exterior: (Circle all that apply)

Brick/ Aluminum/ Wppd/ Cedar/ Vinyl/ Stone/ Log/ Other: _____ Type

Lot: (Circle all that apply)

Cul-De-Sac/ Corner/ Wooded/ Professionally Landscaped

Exterior Features: (Circle all that apply)

Patio/ Deck/ Porch/ Underground Sprinkler/ Shed/ Partial Fenced/ Full Fenced/ Outside Lights

Pool (Underground or Above) pole barn, size: _____

Interior Features: (Circle all that apply)

Vaulted Ceilings/ Kitchen Island/ Pantry/ Skylights/ Central Vac/ Jetted Tub/ Jacuzzi

Waterfront: Y/N **Water Frontage:** _____ **Body of Water Name:** _____

Water Features: (Circle all that apply)

Channel Frontage/ Creek/ Stream/ Deed Access/ Lake Frontage/ Private Pond/ Public Access

River Frontage/ Lake View/ All Sports Lake.

School: (Required Field)

Elementary: _____

Middle: _____

High: _____

REMARKS, DESCRIBE FEATURES & HOW YOU WANT IT IN THE MLS:

NOTE: each MLS has it's own character limit for your home description

Greater detroit area: 455 characters including spaces.

All other areas of the state 455

Realtor.com allows up to 2,000 characters, email a long one too if you wish.

EMAIL THE DESCRIPTION TO US, NOT IN WORD, JUST EMAIL TO US

AND WE'LL PASTE IT IN, EMAIL: JKERMATH@COMCAST.NET

Realtor.com - Scrolling text (50 character limit)

Contact information:

Name: _____

Phone # you want on the sign: _____

2nd Phone: _____

Fax # (If you have One): _____

Email: _____

Showing / scheduling instructions:

circle all that apply IMPORTANT!

VACANT / OCCUPIED / RENTAL / ALARM / LOCKBOX? YES/NO CODE:

animals: dogs / cats

call first to show / ok to show home then send email

Showing instructions: _____

1. If this sheet is not filled out completely, this will delay the input of your listing.

2. We will email you your MLS listing once we have it in the system. Email us any changes so it will be perfect! We will make the changes then re-email. Afterward it is \$25 for changes.

When complete fax this form back to: 866-301-8413

Office: (888) 909 LIST (5478)