



RE/Source

Residential

Data Form

FOR USE WITH ALL SINGLE FAMILY, CONDO & VACATION PROPERTIES.

*DENOTES REQUIRED FIELDS
01/2004

GENERAL INFORMATION

*SUB-CLASS (check one)	
Single Family (SF)	<input type="checkbox"/>
Condominium (CN)	<input type="checkbox"/>
Vacation/Recreation (VR)	<input type="checkbox"/>
Apartment (rent or lease) (AP)	<input type="checkbox"/>
Townhouse (for sale) (TH)	<input type="checkbox"/>
Time-Share Condominium (TS)	<input type="checkbox"/>

*CONTRACT DATE / /

*EXPIRATION DATE / /

*LISTING OFFICE CODE - -

*PRIMARY AGENT NAME

PRIMARY AGENT ID # (User ID)

SECONDARY AGENT

*OWNERS NAME(S)

Check here if Agent for Owner letter is attached. If none, owner(s) name.

Check One Married Single

OWNERS ADDRESS

Street _____

City _____

State _____ Zip _____

Check here if same as property address below.

OWNERS PHONE (leave blank if "Agent for Owner" letter is attached)

Home _____ - _____ - _____

Work _____ - _____ - _____

LISTING INFORMATION

*ADDRESS

*TAXING AUTHORITY VIL TWP CITY

*CITY, STATE AND ZIP CODE

SPECIAL PHOTO REQUEST

A front exterior photo will be taken of all properties within the photographic boundaries. Please use this space for special photo options (which will incur additional fees and should have prior approval of your broker or manager):

Office use only

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Split Photo: Front exterior and _____ (description such as rear ext., pool, lake, etc.)

Additional copies of photo(s):
_____ Number of additional front exterior prints
_____ Number of second photo prints (if split requested)

*COUNTY:

*COUNTY/TOWNSHIP/SECTION #

(01-83)	(01-24)	(01-36)	Block #	Parcel #
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POLP

*TAX DESCRIPTION

*SHOWING INSTRUCTIONS

*POSSESSION

*KEYBOX (check up to 2)

None	(-)
Keybox - Appt. Required	(KA)
Keybox - Call First	(KC)
Keybox - No Appt. Necessary	(KN)
Keybox - Electronic	(KE)
Keybox - Push Button	(KB)
Keybox - Combination Dial	(KD)

FINANCIAL INFORMATION

* LISTING PRICE \$

*COMMISSION OFFERED: TO SUBAGENT, TO BUYER AGENT, TRANSACTION COORDINATOR AND PROT. PERIOD

*S: *B: *T: *P:

*TERMS OFFERED (Check up to 5)

FHA (limit pts./repairs in Financial Comments) (FA)	<input type="checkbox"/>
VA (limit pts./repairs in Financial Comments) (VA)	<input type="checkbox"/>
LC (list terms in Financial Comments) (LC)	<input type="checkbox"/>
EO (complete first encumbrance) (AM)	<input type="checkbox"/>
Second Mortgage (SM)	<input type="checkbox"/>
Conventional (CM)	<input type="checkbox"/>
Cash (CS)	<input type="checkbox"/>
MSHDA (MS)	<input type="checkbox"/>
Trade or Exchange (TE)	<input type="checkbox"/>
Other _____	<input type="checkbox"/>

FINANCIAL COMMENTS & CONTINGENCIES

(include points, repairs, LC terms, reserved items etc.)

(*If applicable, or if FHA, VA or LC are checked above.)

Financial Comments & Contingencies

*Either Taxable Value OR Assessed Value is Mandatory

TAXABLE VALUE \$ _____ Year

ASSESSED VALUE \$ _____ or POLP NEW

*If Applicable, the following field is mandatory. SPECIAL ASSESSMENT (ex. \$200 for Sewer)

\$ _____ For

*ENCUMBRANCE DATA

TYPE (Check one)

Conv. Mtg (CM)	<input type="checkbox"/>
FHA (FA)	<input type="checkbox"/>
VA (VA)	<input type="checkbox"/>
MSHDA (MI)	<input type="checkbox"/>
LC (LC)	<input type="checkbox"/>
Adjustable (AD)	<input type="checkbox"/>
Lien (LN)	<input type="checkbox"/>
None (-)	<input type="checkbox"/>
Withheld (WH)	<input type="checkbox"/>

AMOUNT \$ _____

RATE % _____

PMT. INCL. (Check)	
Int. only (IO)	<input type="checkbox"/>
P & I (PI)	<input type="checkbox"/>
P, I & T (PT)	<input type="checkbox"/>
P, I, T, I (ALI)	<input type="checkbox"/>

PAYMENT \$ _____

Frequency: _____

ASSUMABLE	
<input type="checkbox"/> (N) NO	
<input type="checkbox"/> (Y) YES	
<input type="checkbox"/> (I) INFORMAL	

END DATE LENDER NAME

*APPLIANCES INCLUDED (check up to 10)	
None	(-)
Attic Fan	(AF)
Ceiling Fan	(CF)
Central Vacuum	(CV)
Dishwasher	(DW)
Electric Drvr	(ED)
Electric Range/Oven	(ER)
Garbage Disposal	(GB)
Gas Dryer	(GD)
Gas Range/Oven	(GR)
Intercom	(IC)
Hot Tub	(HT)
Microwave Oven	(MW)
Refrigerator	(RE)
Security System	(SS)
Trash Compactor	(TC)
Woodburner	(WB)
Washer	(WM)
Water Purifier	(WP)
Water Softener	(WS)
Wet Bar	(BA)
Whirlpool Bath	(WH)
Other	(OT)

*POOL FEATURES (check up to 10)	
None	(-)
Association Pool	(AS)
Cabana	(CA)
Diving Board	(DB)
Fenced	(FC)
Heater	(HT)
Indoor	(IN)
Above Ground	(OA)
In Ground	(OI)
Shower Facilities	(SF)
Toilet Facilities	(TF)
Other	(OT)

*OUTBUILDINGS (check up to 7)	
None	(-)
Additional Garage	(AG)
Barn	(BN)
Pole Barn	(PB)
Storage Shed	(SS)
Stable	(ST)
Other	(OT)

*LANDSCAPING FEATURES (check up to 6)	
None	(-)
Fruit Trees	(FT)
Garden Area	(GA)
Professional Landscaping	(PL)
Shade Trees	(ST)
Underground Sprinkling	(US)
Other	(OT)

*EXTERIOR / OTHER FEATURES (check up to 10)	
None	(-)
Barrier Free	(BF)
Contemporary Style	(CS)
Corner Lot	(CL)
Deck	(DK)
Enclosed Porch	(EP)
Entire Lot is Fenced	(FA)
Fenced Back Yard	(FB)
Gas Grill	(GG)
Gazebo	(GZ)
Handyman Special	(HS)
In-Law Apartment	(IL)
Patio	(PA)
Children's Play Equipment	(PE)
Satellite Dish	(SD)
Security Lighting	(SL)
Screened Porch	(SP)
Sidewalk	(SW)
Tennis Court	(TN)
Zero Lot Line	(ZL)
Water Skiing Permitted	(WS)
Carport	(CP)
Offstreet Parking	(OP)
Site Condo	(CN)
Golf Course Frontage	(GC)
Property is Rented	(PR)

ROOMS INFORMATION				
ROOM	Y/N	DIMENSIONS	FP	*Level (B, 1, 2 or 3)
Kitchen	*			
Formal Dining				
Family Room				
Living Room				
Rec. Room				
Den/Study				
Laundry Room				
Master Bedroom				
Bedroom #2				
Bedroom #3				
Bedroom #4				
Bath Off Master BR				
Eating Area				
Dining Area				
Great Room				

*	*Basement	*First Floor	*Second Floor	*Third Floor
# Bedrooms				
# Bathrooms				
# Half Baths				

***ROOMS DESCRIPTION** (120 Characters max including punctuation and spaces)

COMPLETE THIS SECTION FOR ALL CONDO PROPERTIES (INCL. SITE CONDOS)

***PROJECT NAME:** _____

*BUILDING#	_____	*UNIT#	_____
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*TIMESHARE Y/N	_____	*ASSOCIATION FEE	_____
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*INCLUDES	
None	(-)
Trash	(TR)
Law / Yard Care	(YC)
Water	(WA)
Sewer	(SW)
Snow Removal	(SR)
Insurance	(IN)
Heat	(HT)
Electric	(EL)
Cable	(CB)
Other	(OT)

*AMENITIES	
None	(-)
End Unit	(EU)
Club House	(CH)
Pool	(PL)
Tennis Court	(TC)
Laundry	(LN)
Patio / Deck	(PD)
Cathedral Ceiling	(CC)
Golf Course	(GC)
Cable/Satellite	(CS)
Other	(OT)

***ENTRY (Check one)**

Private	(PV)
Common	(CO)
Security	(SC)
Other	(OT)

***PETS ALLOWED Y/N**

***CONDO ASSOCIATION CONTACT INFORMATION**

Contact Person _____

Contact Person Phone # _____

LISTING COMMENTS (The first 280 characters will appear on the buyer/agent reports including spaces and punctuation.)