

\* Denotes required field

Box around field name requires numerical input

Do not use dollar signs or commas for dollar entries

# Regional MLS, Inc. Duplex-Triplex-Quad Input Sheet

Agent Name: \_\_\_\_\_ Date Listed: \_\_\_\_\_ Listing #: \_\_\_\_\_

\*Category  (\_\_\_\_\_) Status  (\_\_\_\_\_) MLS #: (\_\_\_\_\_)

\*Area  (\_\_\_\_\_)  see Area Maps \*Listing Price  (\_\_\_\_\_)

\*County  (\_\_\_\_\_) \*Parcel ID  (\_\_\_\_\_)  Tax ID number  RP  (\_\_\_\_\_)  Range Price

\*Address  (\_\_\_\_\_)  Street No.  Street Dir  Street Name  Unit #  (\_\_\_\_\_)  Unit Number

\*City  (\_\_\_\_\_) \*Zip  (\_\_\_\_\_) Tax Map  (\_\_\_\_\_) Book/Pg  (\_\_\_\_\_)

Dolph's Map Page  (\_\_\_\_\_) \*Letter Coordinate  (\_\_\_\_\_) \*Number Coordinate  (\_\_\_\_\_)

\*LO  (\_\_\_\_\_) (\_\_\_\_\_) Office Phone  (\_\_\_\_\_)  Fx:  (\_\_\_\_\_)

\*LA  (\_\_\_\_\_) (\_\_\_\_\_) (\_\_\_\_\_) 2<sup>nd</sup> Phone #  (\_\_\_\_\_)  Phone Type  (\_\_\_\_\_)

Co-List Off:  (\_\_\_\_\_) Phone # (\_\_\_\_\_) \*Listing Date  (\_\_\_\_\_)

Co-List Agt:  (\_\_\_\_\_) Phone # (\_\_\_\_\_) \*Expire Date  (\_\_\_\_\_)

Listing Agent Email:  (\_\_\_\_\_)  Public Internet

\*Owner Name  (\_\_\_\_\_) Owner Phone  (\_\_\_\_\_)

Comm/ Non-Rep  (\_\_\_\_\_) Comm/Buyer Agent  (\_\_\_\_\_) Comm/TransBrk  (\_\_\_\_\_) Bonus (Y/N)

\*List Type:  (\_\_\_\_\_) \*List Off Agency:  (\_\_\_\_\_) \*Var/Dual Rate  (\_\_\_\_\_) \*Take Photo  (\_\_\_\_\_)

ER-Ex Rt ER EX-Ex Rt w/ Ex ER LS- Ex Rt w/Limit Svc SNGAGT, TRANBK - Transaction Broker (Y/N) (Y,N)

EB-Ex Brk EB EX-Ex Brk w/Ex EB LS - Ex Brk w/Limit Svc NONREP - Non Representative

Photo Instructions  (\_\_\_\_\_)

\*Total # of Units  (\_\_\_\_\_) \*Year Built  (\_\_\_\_\_) Year Built Desc  (\_\_\_\_\_) \* Number of Stories  (\_\_\_\_\_)

\*Living Area  (\_\_\_\_\_) \*Total SqFt  (\_\_\_\_\_)

Unit	Hotel Y/N	Effic Y/N	BR Bedrms	FB Full Bath	HB Half Bath	Furnished Y-Yes,N-No P-Part, S-For Sale	SqFt	Mo. Income	Lease Ends Date
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	* <input type="checkbox"/>	<input type="checkbox"/>	* <input type="checkbox"/>	* <input type="checkbox"/>	* <input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	* <input type="checkbox"/>	<input type="checkbox"/>	* <input type="checkbox"/>	* <input type="checkbox"/>	* <input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	* <input type="checkbox"/>	* <input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	* <input type="checkbox"/>	* <input type="checkbox"/>	<input type="checkbox"/>

\*Garage Spaces  (\_\_\_\_\_) \*Carport Spaces  (\_\_\_\_\_)

\*Homeowners Assoc  (\_\_\_\_\_) HOA Fee  (\_\_\_\_\_) Per  (\_\_\_\_\_) Application Fee  (\_\_\_\_\_)

\*Separate Electric Meters  (Y/N) \*Separate Water Meters  (Y/N)

\*Directions to Property  (\_\_\_\_\_)

\*Subdivision  (\_\_\_\_\_)

Development Name  (\_\_\_\_\_)

\*Legal Description  (\_\_\_\_\_)  \*Zoning  (\_\_\_\_\_)

\*Tax Year  (\_\_\_\_\_) \*Tax Amount  (\_\_\_\_\_) Special Assessment  (Y/N)

\*Lot Size  (\_\_\_\_\_) \*Waterfront  (Y/N) Water Frontage  (\_\_\_\_\_)

\*Private Pool  (Y/N) Pool Size  (\_\_\_\_\_)

\*Gross Operating Income  (\_\_\_\_\_) \*Source of Expenses  (\_\_\_\_\_)

\*Annual Total Expenses  (\_\_\_\_\_) \*Annual Net Operating Income  (\_\_\_\_\_)

Remarks (These three lines of Remarks will be seen by members of the Public. No contact information)  
 (\_\_\_\_\_)

Broker Only Remarks (2 lines)  
 (\_\_\_\_\_)

Internal Office Remarks (1 line- will only be seen by Listing Office)  
 (\_\_\_\_\_)

\*CONSTR (3)

- A .....CBS
B .....Frame
C .....Frame/Stucco
D .....Concrete
E .....Pre-cast
F .....Brick
G .....Mixed
H .....Modular
I .....Manufactured
J .....Woodside
K .....Aluminum Siding
L .....Metal
M .....Stone
N .....Block
O .....Pre-Fab
P .....Elevated
Q .....Hollow Tile
R .....Log
S .....Piling
T .....Other

\*WATERFRONT (5)

- A .....Intracoastal
B .....Oceanfront
C .....Interior Canal
D .....Lagoon
E .....Lake
F .....Mangrove
G .....Bay
H .....Creek
I .....Pond
J .....River
K .....Fixed Bridges
L .....No Fixed Bridges
M .....Navigable
N .....Seawall
O .....Riprap
P .....Pointlot
Q .....Ocean Access
R .....One Bridge
S .....Canal Width 121+
T .....Canal Width 1-80
U .....Canal Width 81-120
V .....None

VIEW (2)

- A .....Golf
B .....Ocean
C .....Intracoastal
D .....River
E .....Pond
F .....Lagoon
G .....Lake
H .....Bay
I .....Canal
J .....Pool
K .....Tennis
L .....Clubhouse
M .....Garden
N .....City
O .....Other

\*UNIT 1 DESC (17)

- A .....Range
B .....Refrigerator
C .....Washer
D .....Dryer
E .....W/D Hookup
F .....Disposal
G .....Dishwasher
H .....Microwave
I .....Water Softener Own
J .....Water Softener Rent
K .....Smoke Detector
L .....A/C Unit
M .....Electric Meter
N .....Laundry
O .....Walk-In Closets
P .....Split Bedrooms
Q .....Stack Bedrooms
R .....Window Cover
S .....Screened Porch
T .....Kitchen
U .....Separate Dining
V .....Utility
W .....Cathed/Vault Ceilings
X .....Volume Ceilings
Y .....Foyer
Z .....Built-In Shelves
0 .....Fire Sprinklers
1 .....French Doors
2 .....Handicap Access
3 .....Laundry Tub
4 .....Pantry
5 .....Roman Tub
6 .....Skylight
7 .....Solar Water Lease
8 .....Gas Lease

\*UNIT 1 PARKING

- A .....Attached Carport
B .....Attached Garage
C .....Detached Carport
D .....Detached Garage
E .....Open Parking
F .....Space Parking
G .....Auto Garage Door
H .....None

\*UNIT 2 PARKING

- A .....Attached Carport
B .....Attached Garage
C .....Detached Carport
D .....Detached Garage
E .....Open Parking
F .....Space Parking
G .....Auto Garage Door
H .....None

\*UNIT 2 DESC (17)

- A .....Range
B .....Refrigerator
C .....Washer
D .....Dryer
E .....W/D Hookup
F .....Disposal
G .....Dishwasher
H .....Microwave
I .....Water Softener Own
J .....Water Softener Rent
K .....Smoke Detector
L .....A/C Unit
M .....Electric Meter
N .....Laundry
O .....Walk-In Closets
P .....Split Bedrooms
Q .....Stack Bedrooms
R .....Window Cover
S .....Screened Porch
T .....Kitchen
U .....Separate Dining
V .....Utility
W .....Cathed/Vault Ceilings
X .....Volume Ceilings
Y .....Foyer
Z .....Built-In Shelves
0 .....Fire Sprinklers
1 .....French Doors
2 .....Handicap Access
3 .....Laundry Tub
4 .....Pantry
5 .....Roman Tub
6 .....Skylight
7 .....Solar Water Lease
8 .....Gas Lease

UNIT 3 DESC (17)

- A .....Range
B .....Refrigerator
C .....Washer
D .....Dryer
E .....W/D Hookup
F .....Disposal
G .....Dishwasher
H .....Microwave
I .....Water Softener Own
J .....Water Softener Rent
K .....Smoke Detector
L .....A/C Unit
M .....Electric Meter
N .....Laundry
O .....Walk-In Closets
P .....Split Bedrooms
Q .....Stack Bedrooms
R .....Window Cover
S .....Screened Porch
T .....Kitchen
U .....Separate Dining
V .....Utility
W .....Cathed/Vault Ceilings
X .....Volume Ceilings
Y .....Foyer
Z .....Built-In Shelves
0 .....Fire Sprinklers
1 .....French Doors
2 .....Handicap Access
3 .....Laundry Tub
4 .....Pantry
5 .....Roman Tub
6 .....Skylight
7 .....Solar Water Lease
8 .....Gas Lease

UNIT 3 PARKING

- A .....Attached Carport
B .....Attached Garage
C .....Detached Carport
D .....Detached Garage
E .....Open Parking
F .....Space Parking
G .....Auto Garage Door
H .....None

UNIT 4 DESC (17)

- A .....Range
B .....Refrigerator
C .....Washer
D .....Dryer
E .....W/D Hookup
F .....Disposal
G .....Dishwasher
H .....Microwave
I .....Water Softener Own
J .....Water Softener Rent
K .....Smoke Detector
L .....A/C Unit
M .....Electric Meter
N .....Laundry
O .....Walk-In Closets
P .....Split Bedrooms
Q .....Stack Bedrooms
R .....Window Cover
S .....Screened Porch
T .....Kitchen
U .....Separate Dining
V .....Utility
W .....Cathed/Vault Ceilings
X .....Volume Ceilings
Y .....Foyer
Z .....Built-In Shelves
0 .....Fire Sprinklers
1 .....French Doors
2 .....Handicap Access
3 .....Laundry Tub
4 .....Pantry
5 .....Roman Tub
6 .....Skylight
7 .....Solar Water Lease
8 .....Gas Lease

UNIT 4 PARKING

- A .....Attached Carport
B .....Attached Garage
C .....Detached Carport
D .....Detached Garage
E .....Open Parking
F .....Space Parking
G .....Auto Garage Door
H .....None

PRIVATE POOL (8)

- A .....Inground
B .....Above Ground
C .....Gunite
D .....Fiberglass
E .....Vinyl Lined
F .....Freeform
G .....Screened
H .....Heated
I .....Solar Heat
J .....Child Gate
K .....Equip Included
L .....Autoclean
M .....Spa
N .....Indoor
O .....Heater Lease

\*LOT DESC (8)

- A .....< ¼ Acre
B .....¼ to < ½ acre
C .....½ to < 1 Acre
D .....1 to < 2 Acres
E .....2 to < 3 Acres
F .....3 to < 5 Acres
G .....5 to 10 Acres
H .....11 to 25 Acres
I .....26 to 50 Acres
J .....50+ Acres
K .....Corner Lot
L .....Interior Lot
M .....Cul-De-Sac
N .....Zero Lot
O .....Irregular Lot
P .....Sidewalks
Q .....Golf Front
R .....Treed Lot
S .....Freeway Access
T .....Flood Zone
U .....Public Road
V .....Private Road
W .....Paved Road
X .....Shell Rock Road
Y .....Dirt Road
Z .....Air Strip

\*EXTER FEAT (12)

- A .....Covered Patio
B .....Open Patio
C .....Screened Patio
D .....Deck
E .....Covered Balcony
F .....Open Balcony
G .....Screened Balcony
H .....Auto Sprinkler
I .....Manual Sprinkler
J .....Well Sprinkler
K .....Lake/Canal Sprinkler
L .....Zoned Sprinkler
M .....Shed
N .....Fence
O .....Stable
P .....Built in Grill
Q .....Awning
R .....Exterior W/D Hookup
S .....Shutters
T .....Cabana
U .....Fruit Tree
V .....Hangar
W .....Extra Building
X .....Outdoor Shower
Y .....Tennis Court
Z .....Utility Barn
[ .....None

\*SUBDV INF (7)

- A .....Pool
B .....Golf Course
C .....Boating
D .....Tennis
E .....Bike - Jog
F .....Horse Trails
G .....Clubhouse
H .....Basketball
I .....Elevator
J .....Lobby
K .....Exercise Room
L .....Extra Storage
M .....Common Laundry
N .....Community Room
O .....Game Room
P .....Library
Q .....Sauna
R .....Shuffleboard
S .....Spa-Hot Tub
T .....Trash Chute
U .....Picnic Area
V .....Sidewalk
W .....Bike Storage
X .....Billiards
Y .....Business Center
Z .....Cabana
0 .....Courtes Bus
1 .....Beach Club Available
2 .....Private Beach Pavilion
3 .....Manager on Site
4 .....Play Area
5 .....Putting Green
6 .....Workshop
7 .....Horses Permitted
8 .....Whirlpool
9 .....None

MAINT FEE INC (12)

- A ..... Common Area
B ..... Maintenance-Exterior
C ..... Maintenance-Interior
D ..... Lawn Care
E ..... Common R.E. Tax
F ..... Pest Control
G ..... Pool Service
H ..... Trash Removal
I ..... Parking
J ..... Security
K ..... Roof Maintenance
L ..... Manager
M ..... Insurance-Bldg
N ..... Insurance-Interior
O ..... Insurance Other
P ..... A/C Maintenance
Q ..... Master Antenna/TV
R ..... Cable
S ..... Golf
T ..... Elevator
U ..... Laundry Facilities
V ..... Management Fees
W ..... Legal/Accounting
X ..... Assessment Fee
Y ..... Impact Fee
Z ..... Electric
0 ..... Janitor
1 ..... Fidelity Bond
2 ..... Hot Water
3 ..... Recreational Facilities
4 ..... Reserve Funds
5 ..... Sewer
6 ..... Water
7 ..... Water Treatment
8 ..... Other
9 ..... None

\*TENANT PAYS (10)

- A ..... Electric
B ..... Water
C ..... Gas
D ..... Sewer
E ..... Cable
F ..... Common Area Maint
G ..... Repairs
H ..... Janitorial
I ..... Taxes
J ..... Insurance
K ..... None

\*RESTRICT (8)

- A ..... Adult 55+
B ..... Adult 62+
C ..... Buyer Approval
D ..... Tenant Approval
E ..... Interview Required
F ..... No Lease
G ..... Lease OK
H ..... Lease OK with Restrict
I ..... No Lease 1st Year
J ..... Pet Restrictions
K ..... No Pets
L ..... 1 Pet
M ..... Up to 2 Pets
N ..... Up to 3 Pets
O ..... 3+ Pets
P ..... < 20 lb Pet
Q ..... 21to 30 lb Pet
R ..... 31 to 40 lb Pet
S ..... 41 to 50 lb Pet
T ..... 50+ lb Pet
U ..... No Truck / RV
V ..... Limited # Vehicles
W ..... No Corporate Buyers
X ..... Daily Rent
Y ..... Other
Z ..... None

MEMBERSHPS (3)

- A ..... Club Membership Req'd
B ..... Equity Purchase Req'd
C ..... Golf Equity Available
D ..... Golf Equity Included
E ..... Golf Purchase
F ..... Other Membership Avail
G ..... Other Membership Incl
H ..... Tennis Membrshp Avail
I ..... Tennis Membership Incl

\*FLOORING (4)

- A ..... Carpet
B ..... Ceramic Tile
C ..... Vinyl Tile
D ..... Linoleum
E ..... Parquet
F ..... Terrazzo
G ..... Wood
H ..... Marble
I ..... Slate
J ..... Concrete
K ..... Other

\*COOLING (3)

- A ..... Central
B ..... Wall-Win A/C
C ..... Central Building
D ..... Central Individual
E ..... Zoned
F ..... AtticFan
G ..... Ceiling Fan
H ..... Gas
I ..... Electric
J ..... Reverse Cycle
K ..... Exhaust
L ..... Humidstat
M ..... Air Purifier
N ..... Paddle Fans
O ..... Ridge Vent
P ..... Thermal Fan
Q ..... Other
R ..... None

\*HEATING (5)

- A .....Central
B .....Window/Wall
C .....Wall Furnace
D .....Central Building
E .....Central Individual
F .....Zoned
G .....No Heat
H .....Electric
I .....Gas
J .....Solar
K .....Radiant
L .....Oil
M .....Heat Strip
N .....Heat Pump-Reverse
O .....Space
P .....Other

\*ROOF (4)

- A .....Concrete Tile
B .....Comp. Shingle
C .....Wood Shake
D .....S-Tile
E .....Barrel
F .....Mixed
G .....Mansard
H .....Tar Gravel
I .....Metal
J .....Built-Up
K .....Aluminum
L .....Bahama
M .....Fiberglass
N .....Manufactured
O .....Rolled
P .....Roofover
Q .....Slate
R .....Wood Truss/Raft
S .....Wood Joist
T .....Steel Joist
U .....Pre-Stressed
V .....Other

BOAT SRVCS (10)

- A .....Private Dock
B .....Common Dock
C .....Dock Available
D .....0 to 20 Ft Boat
E .....21 to 30 Ft Boat
F .....31 to 40 Ft Boat
G .....41 to 50 Ft Boat
H .....51 to 60 Ft Boat
I .....61 to 70 Ft Boat
J .....71 to 80 Ft Boat
K .....81 to 90 Ft Boat
L .....91 to 100 Ft Boat
M .....101+ Ft Boat
N .....Lift
O .....Hoist / Davit
P .....Boathouse
Q .....Electric Available
R .....Water Available
S .....Fuel
T .....Marina
U .....Yacht Club
V .....Attended
W .....Full Service
X .....Restroom
Y .....Sew Pump Avail
Z .....Subject to Lease
0 .....Overnight
1 .....Live Aboard
2 .....Parking
3 .....Ramp
4 .....Boat Lock

\*TERMS CON (5)

- A .....Cash
B .....Conventional
C .....FHA-VA
D .....FHA-VA Approval
E .....Seller Pay Closng Csts
F .....Assumable Non Qual
G .....Assumable with Qual
H .....Owner
I .....Owner 2nd
J .....Lease Option
K .....Lease Purchase
L .....Contract for Deed
M .....Exchange
N .....Will Rent
O .....Other

\*UTILITIES (6)

- A .....3-Phase Electric
B .....Electric Available
C .....No Electric
D .....Public Water
E .....Well Water
F .....Water Available
G .....Public Sewer
H .....Septic
I .....Cable
J .....Gas, Bottled
K .....Gas, Natural
L .....Oil
M .....Underground
N .....No Telephone
O .....Lake Worth Drain Dist
P .....None

Seller Signature

Date

Seller Signature

Date

WNDW/TREAT (10)

- A .....Bay Window
B .....Casement
C .....Jalousie
D .....Single Hung
E .....Double Hung
F .....Picture
G .....Sliding
H .....Arched
I .....Awning
J .....Plantation Shutters
K .....Solar Tinted
L .....Thermal
M .....Blinds
N .....Drapes
O .....Rods
P .....Verticals
Q .....Electric Shutters

SPECIAL INFO (6)

- A ..... Sold As-Is
B .....Handyman
C .....Home Warranty
D .....Bank Owned
E .....Foreclosure
F .....Owner Agent
G .....Corporate Owned
H .....Institution Owned
I .....Foreign Seller
J .....Disclosure
K .....Deed Restrictions
L .....Title Insurance
M .....Survey
N .....Non-Contract
O .....Non-Conforming Use
P .....Any Broker Advrtise

\*TAXES (4)

- A ..... County Only
B ..... City / County
C ..... Land Only
D .....Homestead
E .....Widow Exemption
F .....Disabled Exemption
G .....Agricultural Exemption
H .....Other Exemption

\*AVAIL INFO (4)

- A ..... Leases
B .....Inventory
C .....Equipment List
D .....Deposit Last Month
E .....Deposit Security
F .....Deposit
G .....Accounting
H .....Appraisal
I .....Investment Analysis
J .....Service Center
K .....None

\*POSSESSION (2)

- A ..... At Closing
B .....Funding
C .....Before Closing
D .....Quick Closing
E .....Long Closing
F .....Subject to Lease
G .....Negotiable

PHOTOS

- A ..... 1 Take (Digital- no fee)
B ..... 2 Takes (Digital - fee)
C ..... 1 Glossy (Print - fee)
D ..... 2 Glossy (Print - fee)
E ..... Appointment (Fee)

\*SHOWING INSTR (3)

- A ..... Lockbox - Call LO
B ..... Electric Lockbox -Show
C .....Call LO
D .....Appointment Only
E .....Call Owner
F .....Call Tenant
G .....24 Hr Notice
H .....Courtesy Key
I .....Vacant
J .....Owner Occupied
K .....Tenant Occupied
L .....Pet on Premises
M .....Key in LO
N .....Keysafe
O .....LA - Accompany
P .....LO - Accompany
Q .....Notify Guard
R .....Call LA