

INCOME PROPERTY INPUT FORM (More than one unit)

* = Required Field MLS #: _____

Listing Information

*Listing Office: _____ *Listing Agent: _____
 *Co-Listed?: Y/ N (If yes, the following fields are required): Co-Listing Office: _____ Co-Listing Agent: _____
 *Property Type: INCOME PROPERTY Secondary Property Type: _____ *Listing Status: _____
 *List Price: _____ *List Date: _____ *Expire Date: _____ (If coming soon status, the following field is required) *Go Active Date: _____

Location Information

*County: _____ *Street #: _____ Street Dir (N, S, E, W): _____ End St #: _____ *Street Name: _____
 Street Type (e.g. St, Ave): _____ St Post Dir (N, S, E, W): _____ Unit #: _____ *Mail City: _____
 *Zip Code: _____ *Locale: _____ *Legal: _____
 *Subdivision: _____ *Zoning: _____ Parcel/Account Number: _____
 *Realist Tax ID: _____ Driving Directions (limited to 250 characters): _____

Listing Web Site: http:// _____

Property Information

*Lot Size in Sq. Ft: _____ OR *Approx. Acres: _____ *School District: _____
 *High School: _____ *Middle School: _____ *Elem 1: _____ Elem 2: _____
 *Water Supplier: _____ Elec Supplier: _____ Gas Supplier: _____ *Metro Tax Dist?: Y / N

Transaction Information

*Listing Contract: (Check One)
 Exclusive Right to Sell, Transaction Broker
 Exclusive Right to Sell, Agency
 Exclusive Agency/Brokerage
 Exclusive Rt to Sell, Trans Broker, w/ Variable Rate Commission
 Exclusive Rt to Sell, Agency, w/ Variable Rate Commission
 Exclusive Agency/Brokerage w/ Variable Rate Commission
 *Limited Service? Y / N
 If "Y", the listing broker (select 1 option):
 will arrange appts for cooperating broker
 gives co-op brokers authority
 *Short Pay? Y / N
 *Buyer Agency: \$/ %
 *Transaction Broker: \$/ %
 *Buyer Exclusion: Y / N
 Min Earnest Money: \$ _____
 Earnest Money Recipient: _____
 *For Showings, None Listing Agent Listing Office ShowingTime (if chosen, online showings automatically enabled): _____
 contact: Other: _____

Building Information

*Year Built: _____ *New Construction?: Y / N *If Yes, Const. Completed?: Y / N *If No, Const. Started?: Y / N
 *If Yes, Est. Completion Date: _____ New Construction Notes (limited to 250 characters): _____

Model Name: _____ Builder: _____

*Water Meter Installed?: Y / N Well Permit #: _____ *Waterfront?: Y / N

Energy/Green Information (If "Yes, Year Certified/Installed and Score are required. Documents verifying certification are also required and should be uploaded with this listing.)

Certifications: HERS Rating: Y / N *Year Certified: _____ *Score: _____ (0-240)
 Home Energy Score: Y / N *Year Certified: _____ *Rating: _____ (1-10)
 ENERGY STAR® Qualified New Home: Y / N *Year Certified: _____
 LEED for Homes: Y / N *Year Certified: _____
 NAHB/NGBS-ICC 700: Y / N *Year Certified: _____
 Solar: Solar PV: Y / N *Year Installed: _____ *Kilowatts: _____
 Solar Thermal: Y / N *Year Installed: _____ *Type: _____ (e.g. "Water")
 *Green Features Addendum uploaded? Y / N

Size and Units

Unit Type	# Units	Beds	Baths	Bsmt	Sq Ft	Rent	# Parking Spaces	Parking Type	Parking Types:
1st Type	_____	_____	_____	<input type="checkbox"/> Y / <input type="checkbox"/> N	_____	_____	_____	_____	Attached
2nd Type	_____	_____	_____	<input type="checkbox"/> Y / <input type="checkbox"/> N	_____	_____	_____	_____	Carport
3rd Type	_____	_____	_____	<input type="checkbox"/> Y / <input type="checkbox"/> N	_____	_____	_____	_____	Detached
4th Type	_____	_____	_____	<input type="checkbox"/> Y / <input type="checkbox"/> N	_____	_____	_____	_____	None
5th Type	_____	_____	_____	<input type="checkbox"/> Y / <input type="checkbox"/> N	_____	_____	_____	_____	Off Street
6th Type	_____	_____	_____	<input type="checkbox"/> Y / <input type="checkbox"/> N	_____	_____	_____	_____	Reserved
Total # Units:	_____								Underground

Association Information

*Has an HOA?: Y / N If Yes, 1st HOA Name: _____ HOA Phone: _____ HOA Email: _____ HOA Website: _____ Has Covenants? Y / N *Has Assn. Fee?: Y / N If Yes, *Assn. Fee: \$ _____ per _____

*Assn. Transfer Fee?: Y / N * Assn. Reserve?: Y / N

2nd HOA Name: _____ HOA Phone: _____ HOA Email: _____ HOA Website: _____

Has Covenants?: Y / N Has Assn. Fee?: Y / N If Yes, Assn. Fee: \$ _____ per _____ Assn. Transfer Fee?: Y / N

Assn. Reserve?: Y / N

Square Footage Information

SqFt Source:

*Total SqFt (Fin & Unfin Inc. Basement): _____ Licensee Prior Appraisal Other Building Plans Assessor

Expenses Tax Year: _____

- 1. *Potential Rental Income: \$ _____ Operating Expenses _____ Other: _____
- 2. *Vacancy (% of PRI): _____ Property Taxes: _____ Other: _____
- 3. Effective Rental Income: Auto calculated Building Insurance: _____ Other: _____
- 4. Other Income (laundry, etc.): _____ Utilities: _____
- 5. Gross Operating Income: Auto calculated Common Area Maintenance: _____
- 6. Total Operating Expenses: Auto calculated
- 7. New Operating Income: Auto calculated

The following fields may be manually or automatically calculated CAP: _____ GRM: _____

Remarks (limited to 1000 characters for Listing Comments and Broker Remarks with the first 500 for appearing on print reports)

Listing Comments (Describe the property. Will display on reports and be sent to ColoProperty, MySite, and all other public websites): _____

Broker Remarks (Private Information for other brokers only- e.g. commission info, bonuses, etc. Will display on IRESis & printed agent version reports only): _____

Display Listings on the Internet?

*ColoProperty.com®: Y / N *Realtor.com®: Y / N *Broker Public Portal: Y / N

(homesnap.com public access)

*Exclude from ListHub Syndications?: Y / N

Exterior Features

*Style: _____

- 1. 1 Story/Ranch
- 2. Bi-Level
- 3. Tri-Level
- 4. Four-Level
- 5. Five+ Levels
- 6. 2 Story
- 7. 3 Story
- 8. 4 Story
- 10. 1 1/2 Story
- 11. Raised Ranch
- 12. Tri Front/Back
- 13. 4 L Front/Back

*Construction: _____

- 1. Wood/Frame
- 2. Brick/Brick Veneer
- 3. Block
- 4. Stone
- 5. Log
- 6. Metal Siding
- 7. Vinyl Siding
- 8. Composition Siding
- 9. Stucco
- 10. Wood Siding
- 11. Wood Shingle
- 12. Cedar/Redwood
- 13. Painted/Stained
- 14. Rolling Shutters
- 15. Other Construction
- 41. Adobe
- 42. Concrete
- 43. Moss Rock

*Roof: _____

- 1. Composition Roof
- 2. Wood Shake/Shingle
- 3. Tar & Gravel
- 4. Tile Roof
- 5. Metal Roof
- 6. Slate Roof
- 7. Rubber Membrane

- 8. Foam Roof
- 9. Fiberglass Shingles
- 10. Other Roof
- 11. Flat Roof
- 17. Cement Shake
- 18. Concrete Tile
- 19. Simulated Shake

Common Amenities: _____

- 1. Clubhouse
- 2. Tennis
- 3. Hot Tub
- 4. Indoor Pool
- 5. Pool
- 6. Sauna
- 7. Play Area
- 8. Exercise Room
- 9. Common Rec/Park Area
- 10. Extra Storage
- 11. Common Laundry
- 12. Security Building
- 13. Elevator
- 16. Hiking/Biking Trails
- 17. Business Center
- 18. Recreation Room

Assoc. Fee Includes: _____

- 1. Common Amenities
- 2. Trash
- 3. Snow Removal
- 4. Lawn Care
- 5. Security
- 6. Management
- 7. Common Utilities
- 8. Exterior Maintenance

Type: _____

- 2. Zero Lot Line
- 3. Patio Home
- 5. Cottage/Bung
- 6. Colonial
- 7. Victorian
- 8. Tudor
- 9. Spanish
- 10. Cape Cod

- 11. Farm House
- 12. Earth Berm
- 13. Cabin
- 14. A-Frame
- 15. Fixer-Upper
- 18. Legal, Conforming
- 19. Legal, Non-conforming
- 22. Duplex
- 23. Manufactured Home
- 25. Foursquare/Denver Square
- 26. Chalet
- 27. Contemporary/Modern

Outdoor Feat: _____

- 1. Lawn Sprinkler System
- 2. Storage Buildings
- 3. Balcony
- 4. Patio
- 5. Deck
- 6. Enclosed Porch
- 7. Private Hot Tub
- 15. Tandem Garage
- 16. Carriage House
- 17. Land Lease
- 18. Drive Through Garage

Location Desc: _____

- 1. Cul-De-Sac
- 2. Corner Lot
- 3. Wooded Lot
- 4. Evergreen Trees
- 5. Deciduous Trees
- 6. Native Grass
- 7. Level Lot
- 8. Rolling Lot
- 9. Sloping Lot
- 10. Steep Lot
- 11. Rock Out-Croppings
- 12. Abuts Ditch
- 13. Abuts Golf Course
- 14. Golf Course Neighborhood
- 15. Abuts Pond/Lake
- 16. Abuts Stream/Creek/River
- 17. Abuts Farm Land

- 18. Abuts National Forest
- 19. Abuts Park
- 20. Abuts Public Open Space
- 21. Abuts Private Open Space
- 22. Meadow
- 23. Orchard
- 24. Outbuildings
- 25. Airpark
- 26. Historic District
- 28. Senior Community
- 29. House/Lot Faces North
- 30. House/Lot Faces South
- 31. House/Lot Faces East
- 32. House/Lot Faces West
- 33. House/Lot Faces NW
- 34. House/Lot Faces NE
- 35. House/Lot Faces SW
- 36. House/Lot Faces SE
- 37. Within City Limits
- 43. Unincorporated

Horse Prop: _____

- 1. Horse(s) Allowed
- 2. Zoning OK for 1 Horse
- 3. Zoning OK for 2 Horses
- 4. Zoning OK for 3 Horses
- 5. Zoning OK for 4+ Horses
- 6. Barn with 1-2 Stalls
- 7. Barn with 3+ Stalls
- 8. Corral(s)
- 9. Pasture
- 10. Arena
- 11. Tack Room
- 12. Loafing Shed
- 13. Hay Storage Building
- 14. Access to Riding Trails

Fences: _____

- 1. Partially Fenced
- 2. Enclosed Fenced Area
- 3. Wood Fence
- 4. Chain Link
- 5. Security Fence
- 6. Other Fence

7. Electric Fence
8. Wire Fence
9. Metal Post Fence
10. Dog Run/Kennel
11. Vinyl/Composition

Views: _____

1. Back Range/Snow Capped
2. Foothills View
3. Plains View
4. City View
5. Water View
6. 360 Degrees

Lot Improvements: _____

1. Street Paved
2. Curbs
3. Gutters
4. Sidewalks
5. Street Light
6. Alley
7. Fire Hydrant within 500 Ft

Road Access: _____

1. Private, up to Co. Standards
2. Private, not up to Co. Standard
3. 4x4 Required to Access
4. City Street
5. Co. Rd/ Co. Maintained
6. Co. Rd/ Not Maintained
7. State Highway
8. Interstate
9. Easement
10. Privately Maintained
11. Lack of Rt to Access
12. Security Gate
13. Alley

Rd Surface at Prop Line: _____

1. Road Improve Needed
2. Dirt Road
3. Gravel Road
4. Blacktop Road
5. Concrete road

Parking Per Unit: _____

1. Less Than 1
2. 1 Space/Unit
3. 1.5 Spaces/Unit
4. 2 Spaces/Unit

Interior Features

***Bsmt/Foundation:** _____

1. No Basement
2. Partial Basement
3. Full Basement
4. Unfinished Basement
5. 25% + Finished Basement
6. 50% + Finished Basement
7. 75% + Finished Basement
8. 90% + Finished Basement
9. Crawl Space
10. Slab
11. Walk-Out Basement
12. Daylight Basement
13. Structural Floor
14. Built-In Radon
15. Rough-In for Radon
16. Retrofit for Radon
17. Radon Test Available
18. Radon Unknown
19. Sump Pump
20. Post & Pier

***Heating:** _____

1. No Heat
2. Forced Air
3. Hot Water
4. Heat Pump
5. Baseboard Heat
6. Gravity Heat
7. Wood Stove
8. Multi-Zoned Heat
9. Radiant Heat
10. Radiator
11. Space Heater

12. Two or More Heat Sources
13. Humidifier
14. Two or More H2O Heaters
15. Electric Air Filter
17. Individual Heat Source
19. Wall Heater
20. Oil

Cooling: _____

1. Central Air Conditioning
2. Room Air Conditioner
3. Evaporate Cooler
4. Ceiling Fan
5. Attic Fan
6. Whole House Fan

***Inclusions:** _____

1. No Inclusions
2. Window Coverings
3. Electric Range/Oven
4. Gas Range/Oven
5. Down-Draft Range
6. Self-Cleaning Oven
7. Continuous-Cleaning Oven
8. Double Oven
9. Dishwasher
10. Refrigerator
11. Bar Refrigerator
12. Washer
13. Dryer
14. Microwave
15. Compactor
16. Freezer
17. Jetted Bath Tub
18. Central Vacuum
19. Intercom
20. Security System Owned
21. Security System Leased
22. Laundry Tub
23. Gas Bar-B-Q
24. Garage Door Opener
25. Satellite Dish
26. TV Antenna
27. Fireplace Tools Included
28. Some Furniture
29. Water Softener Owned
30. Water Softener Rented
31. Water Filter Owned
32. Water Filter Rented
33. All Units Furnished
34. Some Appliances
35. All Appliances
36. Personal Property Inventory
37. Disposal
38. Fire Alarm(s)

Energy Features: _____

1. Solar Domestic Hot Water
2. Solar Hot Water Heat
3. Solar Rough-In
4. Trombe Wall
5. Sun Space
6. Southern Exposure
7. Double Pane Windows
8. Triple Pane Windows
9. Storm Window
10. Storm Doors
11. Attached Greenhouse
12. High Efficiency Furnace
13. Energy Survey Complete
14. Demand Control Limiter
15. Set Back Thermostat
17. Energy Rated
18. Solar PV Leased
19. Solar PV Owned

Design Features: _____

1. Eat-In Kitchen
2. Separate Dining Room
3. Cathedral/Vaulted Ceilings
4. Open Floor Plan
5. Workshop
6. Pantry
7. Wood Windows
8. Bay or Bow Window
9. Stain/Natural Trim
10. Walk-In Closet

11. Loft
12. Sauna
13. Wet Bar
14. Fire Sprinklers
15. Fire Alarm
16. Washer/Dryer Hookups
17. Skylights
18. Wood Floors
19. Shared Kitchen
20. Shared Baths
21. Outside Entry
22. Kitchen Island
26. Steam Shower
27. 6-Panel Doors
28. French Doors
29. 9ft+ Ceilings
30. Beamed Ceilings
31. Crown Molding

Fireplace: _____

1. Re-circulating Fireplace
2. Freestanding Fireplace
3. Fireplace Insert
4. 2+ Fireplaces
5. Outside Combustion Air
6. Gas Fireplace
7. Gas Logs Included
8. Electric Fireplace
9. Multi-Sided Fireplace
10. Rough-In Fireplace
18. Pellet Stove
19. Coal Fireplace
20. Masonry Fireplace
21. Single Fireplace
22. No Fireplace

Disabled Access: _____

1. Ramp Access
2. Level Lot
3. Level Drive
4. Near Bus
5. Width of Halls 42" or More
6. Low Carpet
7. Interior Doors 32" or More
8. Exterior Doors 36" or More
9. No Stairs
10. Other Access
11. Main Level Bath
12. Main Floor Bedroom
13. Stall Shower
15. Elevator

Other Features

***Utilities:** _____

1. Natural Gas
2. Electric
3. Propane
4. Wood/Coal
7. Oil
8. No Utilities
9. Other Utilities
10. Cable TV Available
11. Master Meter-Electric
12. Master Meter-Gas
13. Separate Meter Electricity
14. Separate Meter Gas
29. Satellite Available
30. High Speed Available
31. Underground

***Water/Sewer:** _____

1. City Water
2. District Water
3. Well
4. Cistern
5. City Sewer
6. District Sewer
7. Septic
8. No Water/Sewer
9. Other Water/Sewer
10. See Remarks

Mineral & Water Rights: _____

1. Water Rights Included
2. Water Rights Excluded

3. Irrigation Well Included
4. Irrigation Well Excluded
5. Mineral Rights Included
12. Mining Claim
13. Mineral Rights Excluded

***Ownership:** _____

1. Lender Owner/REO
2. Licensed Owner
3. Private Owner
4. Corporate Buy-Out
5. Partnership
6. Other Owner
7. Permanent Affordable Housing
9. HUD
10. Builder

***Occupied By:** _____

1. Owner Occupied
2. Tenant Occupied
3. Vacant for Rent
4. Vacant Not for Rent

***Possession:** _____

1. Before Closing
2. Delivery of Deed
3. 1-3 Days After Closing
4. Specific Date
5. Tenant Will Vacate
6. Owner Will Vacate
7. Current Lease Agreement
8. See Remarks

***Tenant Pays:** _____

1. Deposit
2. Gas
3. Electric
4. Water
5. Sewer
6. Property Taxes
7. CPI Annual Escalation
8. Building Insurance
9. Interior Maintenance
10. Site Maintenance
11. Exterior Maintenance
12. Structural Maintenance
13. Association Fees
14. Trash
15. A/C Maintenance
16. Parking
20. Nothing

Gross Income Includes: _____

1. Lease/Rents
2. Deposits Forfeited
3. Vending Machine
4. Common Area Fees
5. Lease overage
6. Lease Parking
7. Laundry

***Property Disclosures:** _____

1. Seller's Disclosure
2. No Property Disclosure
3. Lead Paint Disclosure

***Flood Plain:** _____

1. High Hazard/Floodway
2. 100 Year/High Risk
3. 500 Year/Moderate Risk
4. Minimal Risk

Existing Lease: _____

1. Month-to-Month
2. Fixed Term
3. 6 Month Lease
4. Year Lease
5. Other- See Remarks
6. Not Leased
7. Existing Rental License
8. License Not Required

***Possible Usage:** _____

1. Single Family
2. Multi Family
3. Mobile Homes
4. PUD
5. Farm/Ranch

- 6. Business
- 7. Commercial or Industrial
- 8. Additional Units

- 2. Conventional
- 3. FHA
- 4. VA
- 5. Seller Points/Buydown
- 6. Owner Financing
- 7. Wrap/Blend

- 8. Lease Purchase
- 9. Exchange/Trade
- 15. Short Pay
- 16. 1031 Exchange
- 17. Auction
- 18. SS Pending Lender Approval

20. FIRPTA

New Financing/Lending: _____

- 1. Cash

Exclusions

Exclusions (Limit to 100 Characters): _____

Showing Information (Optional) All showing information is private and can be viewed by Listing Office only.

Property Vacant?: Y / N Showings Allowed?: Y / N Allow online requests?: Y / N

SentriLock Serial #: _____ Lockbox/CBS Code: _____

Showing Staff Instructions (500 Character Max): _____

Showing Agent Instructions (500 Character Max): _____

Showing Contact Information (Optional. If filled in, First & Last name and 1 phone number are required.)

First Name: _____ Last Name: _____

Home Phone: _____ Use for text?: Y / N Work Phone: _____ Use for text?: Y / N

Mobile Phone: _____ Use for text?: Y / N Other Phone: _____ Use for text?: Y / N

Email: _____ Appt. Notices?: Y / N Receive Feedback?: Y / N Preferred Contact Method: _____

Customize the Feedback Question: Select 1: Email, Phone, Text, Other

Use the standard showings feedback questionnaire. Use the customization from your user preferences.

Customize the showings feedback questionnaire for this listing only (If this option is selected, choose which questions to include below and/or add customized questions in the fields provided).

Is the customer interested in the property?

Is the price right?

Feedback on the exterior

Did the property show well?

Feedback on the interior

Other suggestions/comments

Custom questions 1: _____

Custom question 2: _____

Open Houses

Open House Date: _____ (mm/dd/yyyy) Start Time: _____ (hh:mm) End Time: _____ (hh:mm)

Repeat: Y / N If yes, Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Comments: Limited to 255 characters) _____

Hosting Agent: _____

Display Open Houses on Internet: Y / N

ColoProperty.com®, MySite, Listing Links, IDX downloads, Realtor.com®, and ListHub Channels (if your office is signed up)

I hereby represent to the MLS that I am in possession of a property executed Exclusive Right to Sell Listing Contract or an Exclusive Agency Listing Contract signed by the owner(s) of the property and that I have used my best efforts as to accuracy and correctness on this data input form.

Signature:
