

**RESIDENTIAL-DETACHED INPUT FORM (Single Family Detached Dwelling)**

**Listing Information**

\* = Required Field

MLS #: \_\_\_\_\_

\*Listing Office: \_\_\_\_\_ \*Listing Agent: \_\_\_\_\_

\*Co-Listed?:  Y /  N (If yes, the following fields are required): Co-Listing Office: \_\_\_\_\_ Co-Listing Agent: \_\_\_\_\_

\*Property Type: RESIDENTIAL-DETACHED Secondary Property Type: \_\_\_\_\_ \*Listing Status: \_\_\_\_\_

\*List Price: \_\_\_\_\_ \*List Date: \_\_\_\_\_ \*Expiration Date: \_\_\_\_\_ (If Coming Soon status, the following field is required):

Go Active Date: \_\_\_\_\_

**Location Information**

\*County: \_\_\_\_\_ \*Street #: \_\_\_\_\_ Street Dir (N, S, E, W): \_\_\_\_\_ \*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**

\*Taxes: \$ \_\_\_\_\_ \*Tax Year: \_\_\_\_\_ \*Lot Size in SqFt: \_\_\_\_\_ OR \*Approx. Acres: \_\_\_\_\_

\*School District: \_\_\_\_\_ \*High School: \_\_\_\_\_ \*Middle School: \_\_\_\_\_

\*Elem 1: \_\_\_\_\_ Elem 2: \_\_\_\_\_ \*Water Supplier: \_\_\_\_\_

Electric Supplier: \_\_\_\_\_ Gas Supplier: \_\_\_\_\_ \*Metro District?:  Y /  N  
(If yes, Name is required)

Name: \_\_\_\_\_ Website: \_\_\_\_\_ Fees: \$ \_\_\_\_\_ / Monthly, Quarterly, Annually

2nd Metro District?:  Y /  N Name: \_\_\_\_\_ Website: \_\_\_\_\_ Fees: \$ \_\_\_\_\_ / Monthly, Quarterly, Annually  
(If yes, Name is required)

**Transaction Information**

\*Listing Contract: (Check One)

- Exclusive Right to Sell, Transaction Broker
- Exclusive Right to Sell, Agency
- Exclusive Agency/Brokerage
- Exclusive Right to Sell, Transaction Broker, w/ Variable Rate Commission
- Exclusive Right 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

OR

gives co-op brokers authority

\*Short Pay?:  Y /  N \*Buyer Agency: \$ \_\_\_\_\_ OR % \_\_\_\_\_ \*Transaction Broker: \$ \_\_\_\_\_ OR % \_\_\_\_\_ \*Buyer Exclusions:  Y /  N

Minimum Earnest Money: \$ \_\_\_\_\_ Earnest Money Recipient: \_\_\_\_\_

\*For Showings, contact:  None  Listing Agent  Listing Office  ShowingTime: \_\_\_\_\_  Homesnap  Other: \_\_\_\_\_

(Online Showings when ShowingTime or Homesnap is selected)

**Building Information**

\*Year Built: \_\_\_\_\_ \*New Construction?:  Y /  N \*If Yes, Is Construction Completed?:  Y /  N

\*If No, Is Construction Started?:  Y /  N \*If Yes, Est. Completion Date: \_\_\_\_\_

New Construction Notes (limited to 250 characters): \_\_\_\_\_

Model Name: \_\_\_\_\_ Builder: \_\_\_\_\_ \*Water Meter Installed?:  Y /  N

\*Water Rights?:  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

**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

**Garage Information**

\*# Spaces: \_\_\_\_\_ \*Garage Type: [ ] Attached [ ] Carport [ ] Detached [ ] None [ ] Off Street [ ] Reserved [ ] Underground Garage SqFt: \_\_\_\_\_

**Square Footage Information**

\*Main: \_\_\_\_\_ Upper: \_\_\_\_\_ \*Finished SqFt (exclude Basement): \_\_\_\_\_ \*SqFt Source:
Lower: \_\_\_\_\_ Addl. Upper: \_\_\_\_\_ \*Finished SqFt (Include Basement): \_\_\_\_\_ [ ] Licensee [ ] Prior Appraisal
\*Basement: \_\_\_\_\_ \*Total SqFt (Fin & Unfin Inc. Basement): \_\_\_\_\_ [ ] Building Plans [ ] Assessor
[ ] Other

**Room Information**

Table with columns: Rooms, \*Dimensions (LxW), \*Level, \*Floor Covering, Level Options, \*Total # Bdrms, \*All Bdrms Conform, \* Total # of Bathrooms, # Rough-in baths. Rows include Living Room, Dining Room, \*Kitchen, Great Room, Family Room, Rec Room, \*Laundry Area, \*Primary Bdrm, Bedroom 2-6, Study/office.

**Remarks** (limited to 1000 characters for Listing Comments and Broker Remarks)

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): \_\_\_\_\_

**Internet Marketing**\*Display on Internet:  Y /  N \*Display Address:  Y /  N \*Allow 3rd Party Comments:  Y /  N \*Allow 3rd Party AVMs:  Y /  N\*ColoProperty.com®:  Y /  N \*REcolorado.com®:  Y /  N \*Realtor.com®:  Y /  N \*Broker Public Portal:  Y /  N\*Exclude from ListHub Syndications?:  Y /  N (Homesnap.com public access)**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
10. 1 ½ 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
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
16. In-Law Area
17. Includes Rental Unit
18. Legal, Conforming
19. Legal, Non-conforming
20. Mobile Home
21. Modular Home
23. Manufactured Home
24. Condo (Detached Only)
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. Hot Tub Included
8. Rec Assoc Required
9. Private Pool
10. Tennis Court
11. RV/Boat Parking
12. >8' Garage Door

13. Heated Garage
14. Oversized Garage
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
27. Co-Housing
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 Right 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

**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
19. Wall Heater
20. Oil

**Cooling:** \_\_\_\_\_

1. Central Air Conditioning
2. Room Air Conditioner
3. Evaporative 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. Clothes Washer
13. Clothes Dryer
14. Microwave
15. Trash 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
37. Disposal
38. Smoke 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. Jack & Jill Bathroom
22. Kitchen Island
23. Media Room
24. Theater
25. Two Master Suites
26. Steam Shower
27. 6-Panel Doors
28. French Doors
29. 9ft+ Ceilings
30. Beamed Ceilings
31. Crown Molding

**Master Bedroom Bath:** \_\_\_\_\_

1. Shared Master Bath
2. Half Master Bath
3. 3/4 Master Bath
4. Full Master Bath
5. Tub + Shower Master
6. Luxury Features
7. 5 Piece Master Bath
8. Bidet Master Bath

**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
11. Living Room Fireplace
12. Family/Rec Room Fireplace
13. Master Bedroom Fireplace
14. Kitchen Fireplace
15. Great Room Fireplace
16. Dining Room Fireplace
17. Basement 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 Floor Bath
12. Main Level Bedroom
13. Stall Shower
14. Main Level Laundry
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
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
8. Timeshare
9. HUD
10. Builder
11. Senior Community

**\*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

**\*Property Disclosures:** \_\_\_\_\_

- 1. Seller's Disclosure
- 2. No Property Disclosure
- 3. Lead Paint Disclosure
- 4. Home Warranty

- 3. 500 Year/Moderate Risk
- 4. Minimal Risk

**\*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

**New Financing/Lending:** \_\_\_\_\_

- 1. Cash
- 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. Short Sale Pending Lender Approv
- 19. USDA
- 20. FIRPTA

**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

Min. notice before showings (0-24hrs): \_\_\_\_\_ SentiLock 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:

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 question 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:**

\_\_\_\_\_