

# ACTMLS

# AUSTIN-CENTRAL TEXAS MLS RESIDENTIAL PROPERTY PROFILE SHEET

ML # (System Assigned)

Instructions  
\* Denotes fields auto populated from Tax Records where available

Ⓡ Denotes required information.

Jan-09

# RES

**Ⓡ LIST AGREEMENT TYPE**

- Exclusive Agency
- Exclusive Right to Sell
- Exclusive Right w/ Exception

**Ⓡ FORECLOSURE/REO**

Y / N

**1st RIGHT REFUSAL?**

Y / N

Refusal Hours  
(Req'd if Y)

**Ⓡ LIST PRICE**

**Ⓡ LIST AGREEMENT**

- DOCUMENT** (1 Req'd)
- ACTRIS
  - Other
  - TAR

**TYPE** (1 Req'd if F/REO = Y)

- FHA/HUD
- VA
- Mortgage Co
- Bank
- Private
- See Agent

**Ⓡ HOA?**

Y / N

**AUCTION**

Y / N

**AUCTION DATE**

(Req'd if Auction = Y)

\_\_\_\_/\_\_\_\_/\_\_\_\_

**SALES RESTRICTIONS** (Choose 1)

- Court Approval Required
- Estate
- Pre-foreclosure
- Probate
- Probate Subject to Overbid
- REO
- Short Sale Approved
- Short Sale Potential
- See Agent

**Ⓡ COUNTY \*** (1 Req'd)

- Bastrop
- Bell
- Blanco
- Burnet
- Caldwell
- Comal
- Fayette
- Gillespie
- Gonzales
- Hays
- Lee
- Llano
- Milam
- Travis
- Williamson
- Other

**OUT OF AREA COUNTY** (Req'd if County = Other)

\_\_\_\_\_

**Ⓡ AREA \*** (1 Req'd)

- 1A
- 1B
- 1N
- 2
- 2N
- 3
- 3E
- 4
- 5
- 5E
- 6
- 7
- 8E
- 8W
- 9
- 10N
- 10S
- 11
- BA
- BL
- BT
- BU
- BW
- CC
- CLS
- CM
- DT
- EL
- FC
- GP
- GTE
- GTW
- GZ
- HD
- HH
- HS
- HU
- HW
- JA
- KL
- LC
- LH
- LL
- LN
- LS
- LW
- MA
- MC
- MT
- N
- NE
- NW
- OT
- PF
- RA
- RN
- RRE
- RRW
- SC
- SE
- SH
- SV
- SWE
- SWW
- TC
- UT
- W
- WE
- WW

**Ⓡ PARCEL ID \*** (PID)

\_\_\_\_\_

**MULTIPLE PIDS**

- No
- Yes

**Ⓡ FEMA 100 YR FLOOD PLAIN**

- (1 Req'd)
- No
  - Yes
  - Partial
  - Unknown
  - See Agent

**Ⓡ MAPSCO\***

\_\_\_\_ (Page) \_\_\_\_ (Grid)

**ETJ** (Choose 1)

- No
- Yes
- See Agent

**ADDRESS**

**Ⓡ STREET NUMBER\***

\_\_\_\_\_

**Ⓡ STREET NAME\***

\_\_\_\_\_

**UNIT \***

# \_\_\_\_\_

**STATE** (if outside of Texas)

\_\_\_\_\_

**Ⓡ CITY\***

\_\_\_\_\_

**OUT OF AREA CITY** (Req'd if City=Other)

\_\_\_\_\_

**Ⓡ ZIP CODE\***

\_\_\_\_\_

**COUNTRY** (if outside US)

\_\_\_\_\_

**Ⓡ SUBDIVISION\***

\_\_\_\_\_

**Ⓡ LEGAL\***

\_\_\_\_\_

**Ⓡ SCHOOL DISTRICT \*** (1 Req'd)

- Academy
- Austin
- Bartlett
- Bastrop
- Belton
- Blanco
- Borne
- Bruceville-Eddy
- Buckholts
- Burnet
- Cameron
- Comal
- Copperas Cove
- Coupland
- Cuero
- Del Valle
- Dime Box
- Doss
- Dripping Springs
- Eanes
- Elgin
- Fayetteville
- Flatonia
- Florence
- Fredericksburg
- Gatesville
- Gause
- Georgetown
- Giddings
- Gonzales
- Granger
- Harper
- Hays
- Holland
- Hutto
- Jarrell
- Johnson City
- Killeen
- La Grange
- Lago Vista
- Lake Travis
- Lampasas
- Leander
- Lexington
- Liberty Hill
- Llano
- Lockhart
- Luling
- Manor
- Marble Falls
- Mc Dade
- Milano
- Moody
- Moulton
- New Braunfels
- Nixon -Smiley
- Pflugerville
- Prairie Lea
- Rockdale
- Rogers
- Rosebud-Lott
- Round Rock
- Round Top-Carmine
- Salado
- San Marcos
- Schulenburg
- Shiner
- Smithville
- Taylor
- Temple
- Thorndale
- Thrall
- Troy
- Waelder
- Weimer
- Wimberley
- Yoakum
- Other

**OUT OF AREA SCHOOL DISTRICT** (Req'd if School District = Other)

\_\_\_\_\_

**Ⓡ ELEMENTARY A**

\_\_\_\_\_

**Ⓡ ELEMENTARY B**

\_\_\_\_\_

**Ⓡ MIDDLE SCHOOL**

\_\_\_\_\_

**Ⓡ JUNIOR HIGH SCHOOL**

\_\_\_\_\_

**Ⓡ 9 GR/HIGH SCHOOL**

\_\_\_\_\_

**Ⓡ SENIOR HIGH**

\_\_\_\_\_

- Ⓢ PROPERTY TYPE** (1 Req'd)  
 Attached 1/2 Duplex  Mobile Home  
 Condo  Town House  
 House  See Agent  
 Manufactured

- Ⓢ OWNERSHIP TYPE** (1 Req'd)  
 Common  Fractional  
 Fee-Simple  See Agent

- UNIT STYLE** (1 Req'd if Prop Type = Condo Attached or Town home; Choose Up To 5)  
 1st Floor Entry  High Rise (10+ Stories)  Neighbor Below  
 2nd Floor Entry  Loft  No Adjoining Neighbor  
 3rd + Floor Entry  Mid Rise (3-9 Stories)  Single level Floor Plan  
 Elevator  Middle Unit  Still Home  
 End Unit  Multi-level Floor Plan  See Agent  
 Entry Steps  Neighbor Above

- Ⓢ STORIES** (1 Req'd)  
 1  3  
 2  Multi-level

**Ⓢ MAIN LEVEL BEDS**  
 # \_\_\_\_\_

**Ⓢ FULL BATH**  
 # \_\_\_\_\_

**Ⓢ LIVING**  
 # \_\_\_\_\_

- Ⓢ DINING DESCRIPTION** (1 Req'd; Choose Up To 2)  
 Breakfast Area  Liv/Din Combo  
 Dining "L"  No Dining  
 Formal Dining  See Agent  
 Kit/Din Combo

**Ⓢ MASTER ON MAIN?**  
 Y / N

**OTHER LEVEL BEDS**  
 # \_\_\_\_\_

**Ⓢ HALF BATH**  
 # \_\_\_\_\_

**Ⓢ DINING**  
 # \_\_\_\_\_

- Ⓢ GARAGE SPACES DESCRIPTION** (1 Req'd if Garg >0; Choose Up To 4)  
 # \_\_\_\_\_  Attached  Door Opener  Door-Single  Entry-Rear  Entry-Swing-In  Parking Garage  
 Detached  Door-Multi  Entry-Front  Entry-Side  Golf Cart  See Agent

**DISABILITY FEATURES?**  
 Y / N

- PARKING DESCRIPTION** (1 Req'd if # Garage = 0; Choose Up To 4)  
 1 Car Carport  2 Car Carport  3 Car Carport  4 Car Carport  Off Street  See Agent  
 1 RSVP Space  2 RSVP Space  3 RSVP Space  4 RSVP Space  Outside

- Ⓢ YEAR BUILT \* Ⓢ YR BLT DESC.** (1 Req'd)  
 \_\_\_\_\_  Approximate  Resale  Under Construction  
 Historical Design  Tear Down  Unknown  
 New  To Be Built  Updated/Remodeled

- Ⓢ SQFT\* Ⓢ SQFT SOURCE \*** (1 Req'd)  
 \_\_\_\_\_  Appraiser  See Agent  
 Builder  See Attachment  
 Owner  Tax Record

- Ⓢ CONSTRUCTION** (1 Req'd; Choose Up To 5)  
 1 Side Masonry  All Sides Masonry  Concrete Block  Frame/Stone  Metal Siding  Stone Veneer  Vinyl Siding  
 2 Side Masonry  Brick Veneer  Double Wide  HardiPlank Type  Modular  Stucco  Wood Shingle  
 3 Side Masonry  Clapboard  Frame  Industrial  Single Wide  Triple Wide  See Agent  
 Aluminum Siding  Composition Shingle  Frame/Brick Veneer  Log  Steel  Vertical Siding

- Ⓢ ROOF** (1 Req'd; Choose Up To 4)  
 Aluminum  Concrete  Mansard  Rubber  Wood Shake  
 Asphalt Shingles  Fiber Cement  Metal  Slate/Imitation Slate  Wood Shingle  
 Barrel  Fiberglass  Mixed  S-Tile  See Agent  
 Built-up  Flat  Overlay  Tar/Gravel  
 Composition Shingle  Green/Garden  Pitched  Tile

- Ⓢ VIEW** (1 Req'd; Choose Up To 4)  
 City  Greenbelt  Panoramic  
 Creek/Stream  Hill Country  Pond  
 Fields  Lake/River  Woods  
 Golf Course  No View  See Agent

- Ⓢ WATERFRONT WTRFT DESC** (1 Req'd if  
 Y / N WTRFT =Y; Choose Up To 2)  
 Canal  Pond  
 Creek/Stream  River  
 Lake  See Agent

- Ⓢ WATER ACCESS ACCESS TYPE** (1 Req'd if WA = Y;  
 Choose Up To 4)  
 Y / N  Boat Lift  Private Dock  
 Common Dock  Public Ramp  
 Dock Available  See Agent

**BUILDER NAME**  
 \_\_\_\_\_

- Ⓢ FOUNDATION** (1 Req'd; Choose Up To 2)  
 Basement  On Stilts  As-ls  East  South  
 Block & Beam  Pier & Beam  Latent Defect(s)  North  South-East  
 Bois D'Arc Post  Pilings  New Construction  North-East  South-West  
 Crawlspace  Slab  Not Applicable  North-West  West  
 None  See Agent  See Disclosure  See Agent

- Ⓢ RESTRICTIONS** (1 Req'd if Restrict = Y; Choose Up To 5)  
 Y / N  Adult 55+  Deed Restrictions  Livestock  
 Adult 62+  Development Type  Seller Imposed  
 Building Size  Easement/R.O.W.  Unknown  
 Building Style  Environmental  Zoning  
 City Restrictions  Lease  See Agent  
 Covenant  Limited # Vehicles

- LOT DESCRIPTION** (Choose Up To 4)  
 Alley Access  Flag  On Golf Course  Rolling  
 Backs to Golf Course  In Golf Course Community  Open  Sloped  
 Backs to Greenbelt  Interior  Partially Cultivated  Stream on Lot  
 Canal (Man Made)  Irregular  Pond on Lot  Wooded  
 Corner  Lake on Lot  Private Road  Xeriscape  
 Cul-de-sac  Level  Public Maintained Road  See Agent  
 Cultivated  No Backyard Grass  Rilled

**LOT SIZE\* LAND SQFT\* ACRES\***  
 \_\_\_\_\_ X \_\_\_\_\_  
 (Frontage x Depth)

**GATED COMMUNITY?**  
 Y / N

**Ⓢ DIRECTIONS** (Directions to Property Only; No Phone Numbers)

\_\_\_\_\_

(255 Characters)

**AGENT REMARKS**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(510 Characters)

INTERNET REMARKS/DESC. OF PROPERTY

Horizontal lines for entering internet remarks and property descriptions.

(510 Characters No Names, Phone/Fax numbers or web site/ URL addresses. Written Description of the Property Only.)

INTERNET

Austinhomesearch.com? Y/N Realtor.com? Y/N Display for IDX? Y/N (Office Default) Do you want the Property Address on the Internet? Y/N

ADDITIONAL INFORMATION CONT

BLOCKS TO UT SHUTTLE

# \_\_\_\_\_

FLOORING\* (1 Req'd; Choose Up To 4)

- Bamboo, Brick/Adobe, Carpet, Concrete, Cork, Hard Tile, Laminate, Linoleum, Marble, None, Parquet, Quarry Tile, Sheet Vinyl, Slate

BLOCKS TO METRO

# \_\_\_\_\_

- Stained Concrete, Stone, Terrazzo, Vinyl Tile, Wood, Wood Under Carpet, See Agent

HORSES Total Allowed?

Y / N # \_\_\_\_\_

MASTER BEDROOM DESCRIPTION (1 Req'd; Choose Up To 6)

- 2 Master Suites, Bidet, Double Vanity, Dressing Room, Fireplace, Full Bath, Garden Tub, Half Bath, Jetted Type, In-Law Plan, None, Other Room, Separate Shower, Sitting Room, Walk-in Closet, See Agent

ROOMS (Choose Up To 8)

- Bedroom/Office, Conservatory, Converted Garage, Exercise, Family, Formal Living, Foyer, Game, Great, Home Theater, Library, Living/Den, Loft, Media, Office/Study, Pantry, Screened Patio/Porch, Shared Bath, Storage, Sun, Utility, Wine, Workshop, See Agent

GUEST ACCOMMODATIONS DESCRIPTION

Y / N (1 Req'd if GA=Y; Choose Up To 3)

- Connected, Garage Apartment, Main level, Not Connected, Room w/ Private Bath, Separate Entrance, Separate Kit Facilities, Separate Utilities, See Agent

KITCHEN (Choose Up To 6)

- Breakfast Area, Breakfast Bar, Center Island, Corian Type Counters, Country Kitchen, Galley Type, Granite/Marble Counters, Gourmet Kitchen, Kitchenette, Natural Stone Counters, Open to Family Room, Pantry Closet, Plumbed for Icemaker, Second Kitchen, Tile Counters, See Agent

LAUNDRY FACILITIES (Choose Up To 3)

- Dryer Connection, Electric & Gas Connections, Electric Connection, Gas Connection, No Connections, See Appliances

LAUNDRY LOCATION (1 Req'd; Choose Up To 3)

- Bathroom, Carport, Chute, Closet, Common Facilities, Garage, Hall, Kitchen, Main Level, None, Upper Level, Utility Room, See Agent

APPLIANCES/EQUIPMENT (Choose Up To 12)

- Bar Ice Maker, Built-in Oven, Carbon Monoxide Detector, Central Vacuum, Convection Oven, Cook Top, Dishwasher, Disposal, Double Oven, Downdraft, Dryer, Energy Star Appliances, Gas Water Heater, Geotherm, Instant Hot Water, Jennaire Type, Microwave Oven, None, Range-Free Standing, Re-circulated Exhaust Fan, Refrigerator, Refrigerator Sub-Zero Type, Self Cleaning Oven, Single Oven, Solar Assisted, Stacked Washer/Dryer, Tankless Water Heater, Trash Compactor, Updated A/C unit (>12 Seer), Vented Exhaust Fan, Washer

- Water Filter Leased, Water Filter Owned, Water Softener Leased, Water Softener Owned, See Agent

INTERIOR FEATURES (Choose Up To 12)

- Carbon Monoxide Detector, Cedar Closets, Ceiling-Cathedral, Ceiling-Coffered, Ceiling-High, Ceilings-Beam, Ceiling-Vaulted, Disabled Modified See Agent, Double Vanity, Dumbwaiter, Elevator, Fire Alarm System, Flashing Light Notification, Garden Tub, Hand Rails, High Speed Connection, ICF Compatible Fixtures, Indoor Utilities, In-Law Plan, Intercom, Jetted Type, Lower Fixtures, Modified for Hearing Impaired, Modified for Wheelchair, Modified Site, Plumbed for Icemaker, Security System-Leased, Security System-Owned, Separate Shower, Shutters, Skylight, Sliding Glass Door, Smoke Detector, Stereo System, Track Lighting, Walk-in Closet

STEPS (1 Req'd; Choose Up To 3)

- Back Steps, Exterior Steps, Front Steps, Garage Door, Interior Garage, Interior Steps, No Exterior Steps, No Interior Steps, None, Sunken Room(s), See Agent

FIREPLACE FIREPLACE DESCRIPTION

- Bathroom, Bedroom, Dining Room, Family Room, Formal Living, Game Room, Gas Log Fireplace, Great Room, (1 Req'd if FRPL>0; Choose Up To 3), Guest Accommodations, Heatilator, Wood Stove Insert, Kitchen, Library, Living Room, Log Lighter, Nonfunctional, Pellet Stove, See Through, Wood Burning, Wood Stove-Freestanding, See Agent

FENCE (1 Req'd; Choose Up To 4)

- 3-Strand, 5-Strand, Barb Wire, Cedar, Chain Link, Cross Bars, Electric, Exotic Style, Goat Type, Invisible, Livestock, Masonry, Mesh, None, Non-Privacy, Partial, Pike, Pipe, Post, Privacy, Split Rail, Vinyl, Wire, Wood, Wrought Iron, See Agent

TREES (Choose Up To 3)

- o Heavy
o Large (over 40')
o Medium (20'-40')
o Moderate
o Small (under 20')
o Sparse
o None

POOL ON PROPERTY DESCRIPTION (1 Req'd if Pool=Y; Choose Up To 4)

- o Above Ground
o Attached Spa/Hot tub
o Cabana
o Child Gate/Fence
o Cover - Leaf Net
o Cover - Mesh
o Cover - Safety

SPRINKLER SYSTEM DESCRIPTION

- o Cover - Solid
o Cover - Winter
o Diving
o Heated
o Indoor Pool
o In-ground Pool
o Lap Pool
o Negative Edge
o Perimeter Fence
o Separate Spa/Hot tub
o Sport
o See Agent
(1 Req'd if Sprinkler = Y; Choose Up To 3)
o Automatic
o Back Yard
o Front Yard
o In-ground
o Manual
o Multiple Yards
o Partial
o Side Yard
o See Agent

EXTERIOR FEATURES (Choose Up To 12)

- o Balcony
o Barbecue
o Barn/Stable
o Cabana
o Curbs
o Deck
o Decorative Pond
o Dock
o Dog Run
o Gazebo
o Greenhouse
o Horse Facilities
o Hot Tub
o Intercom Entry
o Outbuildings
o Patio Covered
o Patio Uncovered
o Playscape
o Porch Enclosed
o Porch Open
o Play Ground
o Private Garden
o Ramp(s)
o RV/Boat Parking
o Satellite Dish Leased
o Satellite Dish Owned
o Sauna
o Security Lighting
o Sidewalk
o Storage
o Tennis Court(s)
o Waterfall
o Wheelchair Accessible
o Workshop
o See Agent

AREA AMENITIES (Choose Up To 10)

- o Billiards Room
o Club House
o Common Grounds
o Cluster Mailbox
o Elevator
o Equestrian Community
o Exercise Room
o Game Room
o Gym
o Jogging/Biking Trail
o Kitchen Facilities
o Lake Privileges
o Overhead Utilities
o Park
o Play Ground
o Pool-Above Ground
o Pool-Community
o Pool-Diving
o Pool-Heated
o Pool-Indoor
o Pool-In-ground
o Pool-Sport
o Private Golf Course
o Private Hangar
o Private Landing Strip
o Public Golf Course
o Public Hangar
o Public Landing Strip
o Sauna
o Small Aircraft Airport
o Sport Court(s)
o Sport Facility
o Storage
o Tennis Court(s)
o Underground Utilities
o See Agent

COMMUNITY WEB SITE

(Community information only. No Agent Information Allowed.)

REQUIRED DOCUMENTATION/AGENT INFORMATION (Choose Up To 10)

- o Approved Seniors Project
o Corporate Listing
o Corporate Owned
o Exclusions
o Familial Relationship
o Home Protection Plan
o Lead Based Paint Addendum
o Mi/Lenders Approval
o MUD
o None
o Other Disclosures
o Other Real Estate Owned
o Owner/Agent
o Planned Unit Development
o Prospects Reserved
o Real Estate Owned Lender
o Relo Addendum Required
o Rental Records Available
o Residentail Service Contract
o Seller Provided Survey Available
o Sellers Disclosure
o Special Addendum
o Warranty/See Agent
o Water District
o See Agent

DOCUMENTS AVAILABLE (Choose Up To 10)

- o Aerial Photos
o ALTA Survey
o APOD/Backup Available
o Appraisal
o Archeological Site
o Building Plans
o Cost Estimates
o Deed Restrictions
o Development Plan
o ECRA Clearance
o Engineering Report
o Environmental Study Complete
o Feasibility Study
o Financial Statement
o Financing
o Flowage Easement
o Geological
o Historical
o Income & Expense Statement
o Leases
o Legal Documents
o None Available
o Oak Wilt Test
o Off-Site Requirements
o Perc Test Results/Map
o Perc Test Needed
o Plans & Specs
o Profit & Loss Statement
o Rent Roll
o Schedule of Personal Property
o Septic Certification
o Site Plan
o Soil Test
o Special Assessment District
o Standard Industrial Classification
o Survey
o Tax Return Available
o Topography Map
o Unit Mix Schedule
o Utility Easement
o Vendor Leases
o Water Capacity/Quality Report
o Water/Well Report
o Water/Well Test
o Wetlands Approval/Waiver
o Wetlands Delineation Map
o See Agent

UTILITIES INFORMATION

HEAT (1 Req'd; Choose Up To 2)

- o Baseboard
o Boiler
o Central Heat
o Electric
o Floor Furnace
o Heat Pump
o Natural Gas
o No Heat
o Radiant
o Radiator
o Solar
o Space Heater
o Wall Unit
o See Agent

A/C\* (1 Req'd; Choose Up To 2)

- o Central A/C
o Chiller DX System
o Chilled Water
o No A/C
o Wall Unit
o Window Unit
o See Agent

UTILITY (1 Req'd; Choose Up To 4)

- o Above Ground
o Electricity Available
o Electricity on Property
o Fuel Tank
o Natural Gas Available
o Natural Gas Not Available
o Natural Gas on Property
o None Available
o Phone Available
o Phone Not Available
o Phone on Property
o Propane Available
o Propane Needed
o Propane on Property
o Solar
o Underground
o See Agent

WATER (1 Req'd; Choose Up To 2)

- o City
o MUD
o None Avail.
o Private Water Co.
o Water District
o Well Needed
o Well on Property
o Well Shared
o See Agent

SEWER (1 Req'd; Choose Up To 2)

- o City at Street
o City on Property
o MUD
o None Avail.
o Private
o Septic On Property
o Septic Needed
o Septic Shared
o Water District
o See Agent

INSULATION (Choose Up To 3)

- o Batts
o Blanket
o Blown-in
o Ceiling
o Cellulose
o Floor
o Foam
o Foil-faced surface
o Fully
o Glass Fiber
o Insulation to Code
o Mineral Wool
o Partial Insulation
o Perlite
o PGE/PUD Energy Package
o Polystyrene
o Poured
o Rigid Board
o Some
o Unknown
o Urethane
o Vermiculite
o Wall
o See Agent

INSULATION RATING

\_\_\_\_\_ R

ENERGY EFFICIENT (Choose Up To 14)

- o Attic Fan
o Ceiling Fan(s)
o Compost Area/Bin
o Conditioned Space for HVAC
o Double Pane Windows
o Electrostatic Air Filter
o Energy Audit
o Energy Star Appliances
o Gas Water Heater
o Geotherm
o Green/Garden Roof
o Heat Pump
o High Roof Window
o Humidifier
o ICF Compatible Fixtures
o Instant Hot Water
o Insulated Doors
o Load Controller
o None
o Programmable Thermostat
o Solar Assisted
o Solar Heat
o Solar Screen
o Solar Water Heater
o Storm Door(s)
o Storm Windows
o Strawbale
o Tankless Water Heater
o Thermal Type Window(s)
o Tinted Window(s)
o Turbines
o Updated A/C unit (>12 Seer)
o Whole House Fan
o Zone Air/Heat
o See Agent

GREEN BUILDING RATING

(Choose Up To 3)

- o Austin Energy's Green Building Program
o Energy Star Homes
o Environments for Living
o LEED-H
o NAHB

RATING ACHIEVED

(Req'd if a Green Rating is selected)

- o 1 Star
o 2 Star
o 3 Star
o 4 Star
o 5 Star
o Gold
o Platinum
o Silver
o See Agent

RATING YEAR

(Req'd if a Green Rating is selected)

\_\_\_\_\_

<b>HOA NAME</b> _____	<b>HOA MANAGEMENT CO</b> _____	<b>HOA</b> (Req'd if HOA = Y) (Choose 1) \$ _____ <input type="radio"/> Mandatory <input type="radio"/> Voluntary	(Choose 1) <input type="radio"/> Annually <input type="radio"/> Monthly <input type="radio"/> Quarterly	<b>HOA TRANSFER FEE</b> \$ _____
--------------------------	-----------------------------------	---	--	-------------------------------------

**HOA FEES INCLUDE** (1 Req'd if HOA = Y; Choose Up To 5)

- |   |   |  |
|---|---|--|
| <input type="radio"/> Cable                   | <input type="radio"/> Gas                 | <input type="radio"/> Security Fees    |
| <input type="radio"/> Common Insurance        | <input type="radio"/> Heat                | <input type="radio"/> Sewer Fees       |
| <input type="radio"/> Common Area Maintenance | <input type="radio"/> Hot Water           | <input type="radio"/> Trash Collection |
| <input type="radio"/> Electric                | <input type="radio"/> Insurance-See Agent | <input type="radio"/> Water Fees       |
| <input type="radio"/> Exterior Maintenance    | <input type="radio"/> Landscaping         | <input type="radio"/> See Agent        |

**TITLE** (Choose 1)

- Buyer  
 Negotiable  
 Seller

**SPECIAL ASSESSMENT**

- (Choose 1)  
 No  
 Yes  
 See Agent

**ESTIMATED TAXES\***

\$ \_\_\_\_\_

**ACTUAL TAXES**

\$ \_\_\_\_\_

**TAX YEAR\***

\_\_\_\_\_

**TAX RATE**

\_\_\_\_\_

**EXEMPTIONS** (1 Req'd; Choose Up To 3)

- |                                    |                                  |                                 |
|------------------------------------|----------------------------------|---------------------------------|
| <input type="radio"/> Agricultural | <input type="radio"/> Historical | <input type="radio"/> Wildlife  |
| <input type="radio"/> Disability   | <input type="radio"/> None       | <input type="radio"/> See Agent |
| <input type="radio"/> Homestead    | <input type="radio"/> Over 65    |                                 |

**POSSESSION** (Choose Up To 2)

- Closing  
 Funding  
 Immediate  
 Lease Back  
 Negotiable  
 See Agent

**PREFERRED TITLE COMPANY**

\_\_\_\_\_

**TYPE OF LIEN** (1 Req'd)

- Assumable  
 Non-Assumable

**LOAN AMOUNT**

\$ \_\_\_\_\_

**FIXED RATE**

Y / N

**INTEREST AMT**

\_\_\_\_\_ . \_\_\_\_\_%

**BUYER INCENTIVE** (Choose Up To 4)

- |  |                                 |
|--|---------------------------------|
| <input type="radio"/> Appliance Package    | <input type="radio"/> Points    |
| <input type="radio"/> Closing Cost         | <input type="radio"/> Repairs   |
| <input type="radio"/> Decoration Allowance | <input type="radio"/> See Agent |
| <input type="radio"/> Landscape Package    |                                 |

**HOW TO SELL** (1 Req'd; Choose Up To 5)

- |  |  |  |
|--|--|--|
| <input type="radio"/> Assumable-Non Qual       | <input type="radio"/> Conventional                 | <input type="radio"/> Owner Financing-2nd Mortgage |
| <input type="radio"/> Assumable-Qual           | <input type="radio"/> Exchange                     | <input type="radio"/> Texas Vet                    |
| <input type="radio"/> Buyer Assistance Program | <input type="radio"/> FHA                          | <input type="radio"/> USDA Eligible                |
| <input type="radio"/> Court Approval           | <input type="radio"/> Lender Approval              | <input type="radio"/> VA                           |
| <input type="radio"/> Cash                     | <input type="radio"/> Lease Purchase               | <input type="radio"/> Zero Down                    |
| <input type="radio"/> Committed Money          | <input type="radio"/> Owner Financing-1st Mortgage | <input type="radio"/> See Agent                    |

**OFFICE INFORMATION**

**LISTING AGENT ID**

\_\_\_\_\_

**LISTING AGENT NAME**

\_\_\_\_\_

**LIST DATE**

\_\_\_\_/\_\_\_\_/\_\_\_\_

**LISTING OFFICE ID**

\_\_\_\_\_

**LISTING OFFICE NAME**

\_\_\_\_\_

**EXPIRATION DATE**

\_\_\_\_/\_\_\_\_/\_\_\_\_

**LISTING AGENT 2 ID**

\_\_\_\_\_

**LISTING AGENT 2 NAME**

\_\_\_\_\_

**OWNER NAME\***

\_\_\_\_\_

**OWNER PHONE**

\_\_\_\_-\_\_\_\_-\_\_\_\_

**OCCUPANT** (1 Req'd)

- Owner  
 Tenant  
 Vacant

**OCCUPANT PHONE**

\_\_\_\_-\_\_\_\_-\_\_\_\_

**OWNER OTHER PHONE**

\_\_\_\_-\_\_\_\_-\_\_\_\_

**SIGN?**

Y / N

**INTERMEDIARY?**

Y / N

**SUB-AGENT**

% / \$

**AMOUNT**

\_\_\_\_\_

**BUYER AGENT**

% / \$

**AMOUNT**

\_\_\_\_\_

**BONUS TO BA**

% / \$

\_\_\_\_\_

**VARIABLE RATE COMMISSION**

Y / N

**SHOW INSTRUCTIONS** (1 Req'd; Choose Up To 3)

- |   |   |
|---|---|
| <input type="radio"/> Agent or Owner Present        | <input type="radio"/> Call Agent for Code               |
| <input type="radio"/> Appointment w/ Agent          | <input type="radio"/> Call First-Go                     |
| <input type="radio"/> Appointment w/ Builder        | <input type="radio"/> Call Office                       |
| <input type="radio"/> Appointment w/ Management Co. | <input type="radio"/> Do Not Disturb Tenant, Mgt., ETC. |
| <input type="radio"/> Appointment w/ Occupant       | <input type="radio"/> Go                                |
| <input type="radio"/> Appointment w/ Office         | <input type="radio"/> See Remarks                       |
| <input type="radio"/> Appointment w/ Owner          | <input type="radio"/> See Agent                         |

**ACCESS INSTRUCTIONS** (1 Req'd; Choose Up To 4)

- |   |  |
|---|--|
| <input type="radio"/> Alarm on Premises     | <input type="radio"/> Key w/ Occupant              |
| <input type="radio"/> Animal(s) on Property | <input type="radio"/> Key w/ Owner                 |
| <input type="radio"/> Key in Lockbox        | <input type="radio"/> None                         |
| <input type="radio"/> Key w/ Gate Guard     | <input type="radio"/> Pet(s) on Premises           |
| <input type="radio"/> Key w/ Listing Agent  | <input type="radio"/> See Security Code Attachment |
| <input type="radio"/> Key w/ Listing Office | <input type="radio"/> See Remarks                  |
| <input type="radio"/> Key w/ Management Co  | <input type="radio"/> See Agent                    |

**LOCKBOX TYPE** (1 Req'd; Choose Up To 2)

- Both  
 Combo Lockbox  
 Lockbox  
 None

**LOCKBOX LOCATION** (1 Req'd if Combo or Lockbox=Y; Choose Up To 2)

- |                                  |                                 |                             |                                 |
|----------------------------------|---------------------------------|-----------------------------|---------------------------------|
| <input type="radio"/> Door-Back  | <input type="radio"/> Door-Side | <input type="radio"/> Gate  | <input type="radio"/> Tree      |
| <input type="radio"/> Door-Front | <input type="radio"/> Fence     | <input type="radio"/> Porch | <input type="radio"/> See Agent |

Seller grants the Broker the right to publish any information contained on this form (through the MLS). The information has been furnished by the Seller and/or other sources, and is not guaranteed by the Broker or MLS. Age, square feet, etc., and all dimensions are approximate.

Agent ID \_\_\_\_\_ Agent Name \_\_\_\_\_ Office Name \_\_\_\_\_

Broker/Salesperson Signature \_\_\_\_\_ Date \_\_\_\_\_ Agent Phone \_\_\_\_\_