



Residential Listing Input Form

LISTING #: _____ **LISTING DATE:** _____ **EXP. DATE:** _____

TYPE OF PROPERTY: SINGLE FAMILY RESIDENCE
 CONDO/TOWNHOUSE MANUFACTURED

CONSTRUCTION: Site/Stick-Built Log Manufactured/Converted
 Modular Rock Manufactured/Not Converted
 Masonry 2 x 6 Exterior Manufactured/Converted in Escrow
 Alternative Materials Insulated Concrete Forms

STATUS: New Sold

Agent Name: _____ **2nd Agent:** _____

Office Name: _____ **2nd Office:** _____

Team Name: _____

Agent Email: _____ **2nd Agent Email:** _____

Contact Name: _____ **Contact Phone:** _____

SHOWING INSTRUCTIONS: Listing Agent Listing Office Owner Tenant
 Lockbox Direct Lockbox/Call 1st Drive By ShowingTime Homesnap Showings
 Other

To show, please contact: _____
(This field is alpha/numeric. Enter the name and exact phone number or email address that members should use to schedule a showing)

PRICE \$: _____ **CommBB:** \$ % **VARIABLE RATE:** Y N **Sliding Scale:** Y N
Amount

AREA: _____ **ADDRESS #:** _____ **DIRECTION:** _____ **STREET:** _____ **UNIT #:** _____

CITY: _____ **STATE:** _____ **ZIP:** _____ **COUNTY:** _____

XSTREET/DIRECTIONS: _____ **PARCEL #:** _____ **ACREAGE:** _____
No dashes or spaces

WATER RIGHTS: Y N **TAXES \$** _____ **ASSESSMENT \$** _____

SALE/LEASE	LISTING TYPE	SPECIAL CONDITIONS OF SALE	HUD	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> For Sale	<input type="checkbox"/> Exclusive Right	<input type="checkbox"/> None	LIMITED SERVICE LISTING	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> For Lease Option	<input type="checkbox"/> Exclusive Agency	<input type="checkbox"/> Auction	COMMON INTEREST OWNERSHIP	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> For Sale or Lease Option	<input type="checkbox"/> Exclusive Right with	<input type="checkbox"/> REO	ATTACHED/Common Wall	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> For Auction	Reservations	<input type="checkbox"/> REO/Auction	WITHIN CITY LIMITS	<input type="checkbox"/> Y <input type="checkbox"/> N
		<input type="checkbox"/> Short Sale		
		<input type="checkbox"/> Yes-Other		

SCHOOLS (Verify with District)
 Elementary: _____
 Middle: _____
 High School: _____

YEAR BUILT: _____
ZONING (ACTUAL): _____
SOURCE OF ZONING:
 Owner
 Assessor
 Appraiser
 City

BEDROOMS #: _____
BATHS # FULL/3/4: _____
BATHS # 1/2: _____
GARAGE #: _____
CARPOR #: _____
CC/R RESTRICTIONS: Y N
HORSES OK: Y N

STORIES
 One
 Two
 Three
 Split Level
 Tri-Level
 4 or More

TOTAL LIVING SPACE: _____
SOURCE OF SQ FT:
 Owner
 Assessor
 Appraiser
 Agent
 Plans

POSSESSION
 COE
 Negotiable
 Subject to Tenants
 Seller Requires Rent Back

OCCUPIED BY
 Owner
 Tenant
 Vacant
 Under Construction

Agent _____ **Seller** _____ **Seller** _____



Residential Listing Input Form – NNRMLS

Common Interest Community Information (CIC) Formerly HOA

MANAGEMENT COMPANY NAME & PHONE	CIC DUES	HOW BILLED?			TRANSFER	SETUP	OTHER	SPECIAL ASSESSMENTS
		MO	QTR	YR				
1. CIC: <input type="checkbox"/> Y <input type="checkbox"/> N _____	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____	\$ _____	\$ _____	\$ _____
2. CIC: <input type="checkbox"/> Y <input type="checkbox"/> N _____	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____	\$ _____	\$ _____	\$ _____
3. CIC: <input type="checkbox"/> Y <input type="checkbox"/> N _____	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____	\$ _____	\$ _____	\$ _____

NNRMLS will use CIC Assessment information entered above to calculate the Average Monthly CIC Assessments. This information can be used when searching NNRMLS and viewing NNRMLS reports.

Condo/Townhouse Only

DWELLING TYPE

1. Condo
 2. Townhouse

UNIT LEVEL

1. Ground Floor
 2. Mid Level
 3. Top Floor

HOUSING COOPERATIVE (Co-op Unit) Y N

Unconverted Manufactured Housing Only

HUD# _____ Serial # _____

Personal Property Taxes \$ _____

SKIRTING

1. None
 2. Full
 3. Part

WIDTH

1. Single
 2. Double
 3. Triple

Features (Check All That Apply)

A. GARAGE TYPES

- 1. None
- 2. Attached
- 3. Detached
- 4. Under
- 5. Both Att & Det
- 6. Tandem
- 7. Carport
- 8. Designated Parking
- 9. Common
- 10. Garage Opener(s)
- 11. Opener Control(s)
- 12. RV Access/Parking
- 13. RV Garage
- 14. Heated Driveway
- 15. Elec. Car Charging Station

- 9. Club Hs/Rec Rm
- 10. Com. Area Maint.
- 11. Dock
- 12. Equestrian
- 13. Exterior Maint.
- 14. Garage
- 15. Gates/Fences
- 16. Golf
- 17. Gym
- 18. Insured Structure
- 19. Landsc. Maint. Full
- 20. Landsc. Maint. Part
- 21. Life Guard
- 22. Marina
- 23. Nordic Trails
- 24. On-site Mgt.
- 25. Pier
- 26. Pool
- 27. Racquetball
- 28. Sauna
- 29. Security
- 30. Security Gates
- 31. Shuttle Service
- 32. Ski Area
- 33. Snow Removal
- 34. Spa/Hot Tub

- 35. Storage
- 36. Tennis
- 37. Full Utilities
- 38. Partial Utilities

C. ADJOINS

- 1. Golf Course
- 2. Greenbelt
- 3. Lake
- 4. Creek/Stream
- 5. Forest
- 6. BLM/BIA
- 7. Street
- 8. Undeveloped Acr.
- 9. Common Area
- 10. Split Lake Front
- 11. Air Strip
- 12. River

- 7. Valley
- 8. Desert
- 9. River
- 10. Greenbelt
- 11. Trees
- 12. Creek
- 13. Wooded
- 14. Filtered Lake View
- 15. Peek View
- 16. Year Round Stream
- 17. Ski Resort
- 18. Meadow

B. HOA AMENITIES

- 1. No Amenities
- 2. Add'l Parking
- 3. Adult Living Certified 55+
- 4. Air Strip Access
- 5. Beach
- 6. Boat Launch
- 7. Buoy
- 8. Carport

D. VIEW (Optional)

- 1. Yes
- 2. Mountain
- 3. Lake
- 4. Golf Course
- 5. City
- 6. Park

E. PERSONAL PROP. INCLUDED

- 1. None
- 18. Furnishings
- 15. Spa/Hot Tub
- 22. Storage Shed
- 23. Above Ground Pool

EA. APPLIANCES INCLUDED AS PERSONAL PROPERTY

- 1. None
- 2. Gas Range/Oven
- 3. Electric Range/Oven
- 4. Refrigerator in Kitchen
- 5. Refrigerator in other room

Agent _____ Seller _____ Seller _____

Residential Listing Input Form – NNRMLS

Features Continued (Check All That Apply)

- 6. Portable Dishwasher
- 7. Portable Microwave
- 8. Washer
- 9. Dryer
- 50. Energy Star Appliance
(1 or more of above)
- 51. SMART Appliance
(1 or more of above)

EB. INTERIOR FIXTURES

- 1. None
- 2. Central Vacuum
- 3. Humidifier
- 5. Water Softener Owned
- 6. Water Softener Rented
- 7. Intercom
- 8. Smoke Detector(s)
- 9. Security System Owned
- 10. Security System Rented
- 11. Fire Sprinklers
- 12. Drapes/Curtains
- 13. Blinds/Shades
- 14. Rods/Hardware
- 15. Filter System-Water
- 16. Filter System-Air
- 17. Low VOC Products
- 18. Attic Fan
- 19. Keyless Entry
- 51. SMART Appliance
(1 or more of above)

F. LIVING ROOM

- 1. None
- 2. Separate/Formal
- 3. Combo/Fam. Room
- 4. Great Room
- 5. Fireplace/Woodstove/Pellet
- 6. High Ceiling
- 7. Ceiling Fan
- 8. Combo/Dining Room

G. DINING ROOM

- 1. Separate/Formal
- 2. Kitchen Combo
- 3. Living Room Combo
- 4. Family Room Combo
- 5. Great Room
- 6. Fireplace/Woodstove/Pellet
- 7. High Ceiling
- 8. Ceiling Fan
- 9. None

H. FAMILY ROOM

- 1. None
- 2. Separate
- 3. Combo/Living Room
- 4. Great Room
- 5. Fireplace/Woodstove/Pellet
- 6. High Ceiling
- 7. Ceiling Fan

I. KITCHEN

- 3. Single Oven Built-in
- 4. Double Oven Built-in
- 6. Built-in Dishwasher
- 7. Garbage Disposal
- 8. Microwave Built-in
- 9. Trash Compactor

- 10. Island
- 11. Pantry
- 12. Breakfast Bar
- 13. Breakfast Nook
- 15. CookTop - Gas
- 16. CookTop - Electric
- 99. None of the Above
- 98. No Fixtures/No Kitchen
- 50. Energy Star Appliance
(1 or more of above)
- 51. SMART Appliance
(1 or more of above)

J. MASTER BDRM

- 1. None
- 2. Walk-In Closet
- 3. Fireplace/Woodstove/Pellet
- 4. High Ceiling
- 5. Ceiling Fan
- 6. Double Sinks
- 7. Shower Stall
- 8. Tub/Shower Combo
- 9. Bathtub
- 10. Garden Tub
- 11. Jetted Tub
- 12. On Main Floor
- 13. 2nd Master Bdrm (or more)

K. LAUNDRY AREA

- 1. None
- 2. Yes
- 3. Hall Closet
- 4. Kitchen
- 5. Garage
- 6. Bathroom Combo
- 7. Laundry Room
- 8. Laundry Sink
- 9. Cabinets
- 10. Shelves
- 11. Common

L. OTHER ROOMS

- 1. None
- 2. Yes
- 3. Office/Den (not incl. in bdrms)
- 4. Study/Library
- 5. Game Room
- 6. Sewing Room
- 7. Bonus Room
- 8. Loft
- 9. Entry/Foyer
- 10. Atrium
- 11. Mud Room
- 12. Workshop
- 13. Maid's Room
- 14. Sunroom
- 15. Bdrm/Office on Main Flr
- 16. Basement-Finished
- 17. Basement-Unfinished
- 18. Basement-Walkout/Daylight
- 19. Guest House
- 20. In-Law Quarters
- 21. Rec Room

M. FLOOR COVERING

- 1. Carpet
- 2. Ceramic Tile
- 3. Vinyl Tile

- 4. Sheet Vinyl
- 5. Wood
- 6. Stone
- 7. Brick
- 8. Laminate
- 9. Concrete
- 10. Marble
- 11. Slate
- 12. Porcelain
- 13. Travertine
- 99. None/Unfinished

N. FOUNDATION

- 1. None
- 2. Concrete/Crawl Space
- 3. Concrete Slab
- 4. Masonry
- 5. Wood
- 6. Post & Pier
- 7. Stone
- 8. Full Perimeter
- 9. 8-Point
- 10. Strip

NB. INSULATION

- 1. Unknown
- 2. Insulated Walls R-20+
- 3. Insulated Walls R-30+
- 4. Insulation - Foam
- 5. Insulation - Fiberglass Batt
- 6. Insulation - Blown In
- 7. Insulation - Mixed
- 8. Insulated Garage
- 9. Insulated Foundation

O. EXTERIOR

- 1. Masonry Veneer
- 2. Stucco
- 3. Wood Siding
- 4. Metal Siding
- 5. Vinyl Siding
- 6. Rock
- 7. Asbestos
- 8. Log
- 9. Masonite
- 10. Brick
- 11. Fiber Cement Siding
- 12. Asphalt Shingles

P. ROOF

- 1. Pitched
- 2. Flat
- 3. Gravel
- 4. Asphalt
- 5. Composition/Shingle
- 6. Wood/Shake
- 7. Tile
- 8. Metal

Q. HEATING/COOLING

- 1. Natural Gas
- 2. Propane
- 3. Oil
- 4. Electric
- 5. Solar
- 6. Wood/Coal
- 7. Geothermal
- 8. Forced Air

- 9. Wall Heater
- 10. Hot Water System
- 11. Baseboard
- 12. Fireplace
- 13. Heat Pump
- 14. Radiant Heat-Ceiling
- 15. Radiant Heat-Floor
- 16. Floor Furnace
- 17. Radiator
- 18. No Heat
- 19. Central Refrig. A/C
- 20. Evap. Cooling
- 21. Air Unit
- 22. Programmable Thermostat
- 50. Energy Star Appliance
(1 or more of above)
- 51. SMART Appliance
(1 or more of above)

R. WATER HEATER

- 1. Natural Gas
- 2. Propane
- 3. Electric
- 4. Solar
- 5. Oil
- 6. Circulating Pump
- 7. On Demand/Tankless
- 8. Geothermal
- 50. Energy Star Appliance
(1 or more of above)
- 51. SMART Appliance
(1 or more of above)
- 99. None

S. WINDOWS

- 1. Single Pane
- 2. Double Pane
- 3. Triple Pane
- 4. Storm Windows
- 5. Metal Frame
- 6. Wood Frame
- 7. Vinyl Frame
- 8. Low E
- 9. Combo/Varies
- 10. 100% Energy Star

T. FIREPLACE

- 1. None
- 2. Yes
- 3. One
- 4. Two or More
- 5. Wood-Burning Stove
- 6. Wood/Coal Stove
- 7. Pellet Stove
- 8. Gas Stove
- 9. Air Circulating
- 10. Insert
- 11. Fireplace - Woodburning
- 12. Free Standing
- 13. Gas Log

U. UTILITIES




- 1. Electricity
- 2. Natural Gas
- 3. Propane
- 4. Oil
- 5. City/County Water
- 6. Well-Private

Agent _____ Seller _____ Seller _____


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Residential Listing Input Form – NNRMLS

Features Continued (Check All That Apply)


- 7. Well-Community
- 8. Assessment to Assume
- 9. City Sewer
- 10. Community Sewer
- 11. Septic
- 12. Cable
- 15. Telephone
- 16. Water Meter Installed
- 17. Solar (Photovoltaic) 
- 18. Wind 
- 19. Generator
- 20. Internet Available
- 21. Cellular Coverage Available
- 22. Centralized Data Panel 

V. LANDSCAPED

- 1. None
- 2. Yes
- 3. Fully Landscaped
- 4. Partially Landscaped
- 5. Water Sense Landscaping 

W. SPRINKLERS

- 1. None
- 2. Full Sprinklers
- 3. Front
- 4. Back
- 5. Drip-Full
- 6. Drip-Front
- 7. Drip-Back

- 8. Automatic
- 9. Manual
- 10. Moisture Sensing System 

X. FENCED

- 1. None
- 2. Full
- 3. Front
- 4. Back
- 5. Partial

Y. PATIO/DECK

- 1. None
- 2. Yes
- 3. Uncovered
- 4. Covered
- 5. Enclosed-Screen
- 6. Enclosed-Glass
- 7. Breezeway-Open
- 8. Breezeway-Closed
- 9. Deck
- 10. Patio

Z. EXTERIOR FEATURES

- 3. Satellite Dish/Owned
- 4. TV Antenna
- 5. Dog Run
- 7. Barn-Outbuildings
- 8. Corrals/Stalls
- 10. In-Ground Pool

- 22. In-Ground Hot Tub/Spa
- 12. Sauna
- 13. Tennis Courts
- 14. BBQ-Built In
- 15. BBQ-Stubbed In
- 17. Gazebo
- 18. Pier
- 19. Boat House
- 20. None, N/A
- 21. Workshop

ZA. WATER TEST

- 1. Yes
- 2. No
- 3. Copy on File

ZB. ACCESS

- 1. Public
- 2. Private
- 3. Private w/Maint Agreement

ZC. TOPOGRAPHY

- 1. Level
- 2. Upslope
- 3. Downslope
- 4. Steep
- 5. Rolling
- 6. Gentle
- 7. Hilly
- 8. Combination/Varies


- 9. Cul-de-sac
- 10. Flag Lot
- 11. Corner Lot

ZD. OWNERS MAY SELL (Optional)

- 1. Conventional
- 2. FHA
- 3. VA
- 4. Owner Carry 1st
- 5. Owner Carry 2nd
- 6. Cash
- 7. Exchange/1031
- 8. Lease Option

ZE. ACCESSIBILITY (Optional)

- 1. Bell Lights
- 2. Electric Lift
- 3. Entry Ramp
- 4. No Steps
- 5. Roll-in Shower
- 6. Sliding Shelves
- 7. Triangle Exit
- 8. Wide Width Doorways
- 9. Wide Width Hallways
- 10. Elevator

 Indicates documented energy-efficient ratings, appliances or features.

 Smart Features

Home Energy Efficiency Verification or Certification

- HERS** (Home Energy Rating System) **HERS INDEX SCORE:** _____ **HERS RATING YEAR:** _____
- LEED** (Leadership in Energy Efficiency Design) **LEED RATING:** _____ **LEED SCORE:** _____ **LEED YEAR CERTIFIED:** _____
- ENERGY STAR HOME CERTIFIED** **ENERGY STAR YEAR CERTIFIED:** _____
- NGBS** (National Green Building Standard) **NGBS RATING:** _____ **NGBS YEAR CERTIFIED:** _____
- HES** (Home Energy Score) **HES SCORE:** _____ **HES ASSESSMENT YEAR:** _____

***If certification has been identified above, a copy must be uploaded to Associated Docs**

SELLER Instructions: Initial any statements below that apply
AGENT Instructions: Seller initial corresponds to NO on input

FOR INPUT INTO MLS

____ / ____ I/We have elected NOT to display the listed Property on ANY Internet site
Seller(s) Initials

____ / ____ I/We have elected to WITHHOLD the Address of the listed Property from display
Seller(s) Initials on ANY Internet site

____ / ____ I/We DO NOT want an Automated Valuation displayed or linked to the listed Property on IDX websites.
Seller(s) Initials (Consumers may be notified that this feature was disabled at the request of the Seller)

____ / ____ I/We DO NOT want a Commentary/Review section displayed or linked to the listed Property.
Seller(s) Initials (Consumers may be notified that this feature was disabled at the request of the Seller)

INTERNET

- Yes No
- Yes, without address

*"NO" will automatically exclude this listing from display on all Internet and IDX websites that receive a listing content feed from NNRMLS

AUTOMATED VALUATION

- Yes No

COMMENTARY/REVIEWS

- Yes No

Agent _____ Seller _____ Seller _____
Initial Initial Initial

Residential Listing Input Form – NNRMLS

Remarks

PUBLIC REMARKS NOTE: 512 Character Max – Contact information is NOT allowed in MLS Remarks or Extended Remarks. Language that could be considered steering or advertising in **ANY** Remarks fields is prohibited per NNRMLS Rules & Regulations. _____

EXTENDED PUBLIC REMARKS NOTE: 512 Character Max – Public Extended Remarks are Public-Facing _____

PRIVATE REMARKS NOTE: 512 Character Max – Private Remarks appear only on the MLS All Fields Report. **PRIVATE REMARKS ARE CONFIDENTIAL – NOT FOR PUBLIC DISTRIBUTION** _____

Signature(s)

Seller(s) signature(s) below acknowledge(s) the following:

1. Seller(s) authorization for the use of a lockbox in the marketing of this property.
2. That the undersigned agent is authorized to submit the information contained herein to the Northern Nevada Regional Multiple Listing Service (“NNRMLS”) for the purpose of publication in current multiple listing service (“MLS”) compilations and dissemination of all information contained herein to its members during the specified listing period.
3. That the Seller acknowledges and agrees that all photographs, images, graphics, video recordings, virtual tours, drawings, written descriptions, remarks, narratives, pricing information and other copyrightable data and information relating to the property, provided by Seller (the “Listing Content”), may be included in compilations of listings, and otherwise distributed, publicly displayed and reproduced.
4. That Seller(s) grants to listing Broker a non-exclusive, irrevocable, worldwide, royalty free license to use, sublicense, publish, display, reproduce, prepare derivative works and distribute Listing Content provided by Seller, and certifies that the Listing Content provided does not violate or infringe upon the rights, including copyright rights, of any person or entity.
5. That the listing broker, his authorized representatives, the NNRMLS and its shareholders, trustees, officers, employees, and agents are not responsible for vandalism, theft or damage of any nature whatsoever to the property.
6. That the property is offered without respect to race, religious creed, color, national origin, disability, ancestry, familial status, sex, sexual orientation, marital status, source of income or any other class protected under applicable state and federal laws.
7. Seller(s) understand that there is no contractual relationship between the seller(s) and the NNRMLS or its shareholders, trustees, officers, employees or agents.
8. Seller(s) receipt of a copy of this property listing form.

Execution of this listing input form confirms that I (we) have executed concurrently herewith an “Exclusive Right to Sell” listing agreement with the undersigned licensee, unless otherwise noted in the body of the listing form. I (we) acknowledge that the information herein is true and correct to the best of my/our knowledge and I (we) agree to indemnify and hold the undersigned licensee, his/her broker, and the NNRMLS and its shareholders, trustees, officers, employees and agents free and harmless from any liability or damage arising from incorrect or undisclosed information provided by me (us).

Seller: _____ **Date:** _____ **Listing Agent:** _____ **Date:** _____

Seller: _____ **Date:** _____ **Listing Agent:** _____ **Date:** _____