

DATA INPUT FORM FOR ALL PROPERTIES

Owner1Name: Owner2 Name:

Mailing Address: City: Zip:
Mailing Address Street Number & Name Mailing Address City State Mailing Address Zip

Contact Phone1: Contact Phone2: Primary Email:

PROPERTY TO LIST:

Property Type: ☐ Single Family Listing Date : List Price: \$
(Check 1) ☐ Condo/Townhouse xx/xx/xxxx
☐ Rental
☐ Land/Lot

PROPERTY TO LIST:

Street Number: Street Name: Unit: Quadrant:

City: GA Zip: County: Subdivision:

Commission:

Commission to selling broker must be expressed as a percentage of sales price OR whole dollar amount

Commission to selling broker (Buyer's Agent): ☐ Percentage % -OR- ☐

Tax ID #: Taxes: Tax Year:

Tax ID number assigned by county. Also know as Parcel ID or PIN Total taxes (County & City) Year for taxes shown

Ownership

☐ Fee simple

☐ Leased Land

Year Built:

Actual year built

New Construction:

Is this property new construction?

Acreage:

☐ Yes

☐ No

Estimated total acres

Acreage Source

☐ Agent

☐ Appraiser

☐ Other (See Remarks)

☐ Owner/Seller

☐ Public Record

Elementary School: Middle School: High School:

Bedroom/Baths (Enter # of bedrooms/baths on each level):

Bedrooms Upper: Full Baths Upper: Half Baths Upper:

Bedrooms Main: Full Baths Main: Half Baths Main:

Bedrooms Lower: Full Baths Lower: Half Baths Lower:

MLS Listing Input Form – Details About Property – **Check Those That Apply**

Accessibility ☐ 32" Doors ☐ Bath Access Wheelchair ☐ Elevator Access Wheelchair ☐ Garage Van Access ☐ Low Door Handles ☐ Low Kitchen counters ☐ Low Switches ☐ Other (See Remarks) ☐ Shower Access Wheelchair ☐ Stepless Entry ☐ Wide Hall Basement ☐ Bath Finished ☐ Bath Stubbed ☐ Block ☐ Boat Door ☐ Concrete ☐ Crawlspace ☐ Daylight ☐ Earthen ☐ Entrance, Inside ☐ Entrance, Outside ☐ Finished Rooms ☐ Full ☐ Partial ☐ Slab/None Cooling Source ☐ Electric ☐ Gas ☐ Other ☐ Solar Cooling Type ☐ Ceiling Fan ☐ Central ☐ Heat Pump ☐ No Cooling ☐ Other (See Remarks) ☐ Whole House Fan ☐ Window Units ☐ Zoned/Dual	Energy Related ☐ Certified Earthcraft ☐ Certified Energy Wise ☐ Cert. Energy Star ☐ Cert. Good Cents ☐ Double Pane/Thermo ☐ Geothermal ☐ Insulation - Ceiling ☐ Insulation - Floors ☐ LEED Certified ☐ None ☐ Programmable Thermostat ☐ Roof Vent Fans ☐ Storm Doors ☐ Storm Windows ☐ Tankless Water Heater ☐ Water Heater - Electric ☐ Water Heater - Gas ☐ Water Heater -Solar Equipment ☐ Alarm - Burglar ☐ Alarm – Carbon Monoxide ☐ Alarm – Smoke/Fire ☐ Central Vacuum ☐ Dryer ☐ Electric Air Filter ☐ Fire Sprinkler ☐ Generator ☐ Intercom/Radio ☐ Satellite Dish ☐ Washer ☐ Water Softener Heating Source ☐ Electric ☐ Gas ☐ Oil ☐ Other (See Remarks) ☐ Propane ☐ Solar ☐ Wood	Interior ☐ Attic Expandable ☐ Bookcases ☐ Cable in Street ☐ Cable TV Connection ☐ Ceilings 9' Plus ☐ Ceilings, Trey ☐ Ceilings, Vaulted ☐ Double Vanity ☐ Elevator ☐ Exposed Beams ☐ Foyer, 2 Story ☐ Foyer, Entrance ☐ Garden Tub ☐ Gas Logs ☐ Handicap Access ☐ Hardwood Floors ☐ Other (See Remarks) ☐ Pull Down Attic Stairs ☐ Rear Stairs ☐ Recently Renovated ☐ Sauna ☐ Separate Shower ☐ Skylight ☐ Tile Bath ☐ Tile Floors ☐ Walk-in Closet ☐ Wall-to-Wall Carpet ☐ Wet Bar ☐ Whirlpool Bath Kitchen/Breakfast ☐ Breakfast Area ☐ Breakfast Bar ☐ Breakfast Room ☐ Country Kitchen ☐ Island ☐ Keeping Room ☐ Solid Surface Counters ☐ Walk-in Pantry	Kitchen Equipment ☐ Convection Oven ☐ Cook Top, separate ☐ Dishwasher ☐ Double Oven ☐ Garbage Disposal ☐ Icemaker Line ☐ Indoor Grill ☐ Microwave, Built-In ☐ None ☐ Other (See Remarks) ☐ Oven, Wall ☐ Range/Oven ☐ Refrigerator ☐ Trash Compactor Laundry Location ☐ Basement ☐ Garage ☐ Hall ☐ Kitchen Area ☐ Mud Room ☐ Other ☐ Upstairs Laundry Type ☐ Closet ☐ No Laundry ☐ Other ☐ Room Continued
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Boathouse/Dock ☐ Boathouse – 1 Slip ☐ Boathouse – 2 Slip ☐ Boathouse – 3+ Slip ☐ Covered Dock – 1 Slip ☐ Covered Dock – 2 Slip ☐ Covered Dock – 3 + ☐ Dock Approval Required ☐ Dock Rights ☐ Floating Dock ☐ Seawall ☐ Shared Dock ☐ Stationary Dock ☐ Uncovered – No Slip Construction ☐ Aluminum/Vinyl ☐ Brick//frane ☐ Brick 3 Sided ☐ Brick 4 Sided ☐ Brick Front ☐ Concrete Siding ☐ Log ☐ Other (See Remarks) ☐ Press Board Siding ☐ Rough-Sawn Siding ☐ Steel Frame ☐ Stone ☐ Stone/Frame ☐ Stucco EIFS ☐ Stucco Real ☐ Stucco Unspecified ☐ Tabby ☐ Wood Siding	Heating Type ☐ Baseboard ☐ Ceiling Electric ☐ Central ☐ Floor Furnace ☐ Floor Radiant ☐ Forced Air ☐ Heat Pump ☐ No Heating ☐ Other (See Remarks) ☐ Space Heater ☐ Steam/Hot Water ☐ Zoned/Dual Factory Built ☐ Gas Starter Fireplaces Total Number of fireplaces Fireplace Location ☐ In Basement ☐ In Great/Family Room ☐ In Living Room ☐ In Master Bedroom ☐ Other (See Remarks) ☐ Outside ☐ Masonry ☐ Metal ☐ Wood Stove Feature Name (Name of lake/river/other) Waterfront FT. (Estimated length) Property Setting ☐ Border US/State Park ☐ Creek ☐ Lake ☐ Mountain ☐ Ocean/Gulf ☐ River
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Exterior ☐ Balcony ☐ Barn ☐ Deck/Patio ☐ Dog Run/Pen ☐ Fenced Yard ☐ Garden Area ☐ Gas Grill ☐ Gazebo ☐ Green House ☐ Hot Tub ☐ Other (See Remarks) ☐ Out Building ☐ Outdoor Kitchen ☐ Pool- Above Ground ☐ Pool-In Ground ☐ Pool House ☐ Pool Screened/Enclosed ☐ Porch ☐ Screened Porch ☐ Sprinkler System ☐ Stables ☐ Tennis court ☐ Veranda ☐ Water Feature ☐ Workshop Water/Sewer ☐ Community Well ☐ Low Flow Fixtures ☐ Private Sewer ☐ Private Water ☐ Public Water ☐ Sewer in Street ☐ Septic tank ☐ Sewer connected, Initial: Owner Initials Owner Initials ☐ Sewer in Street ☐ Well	Lot Description ☐ City view ☐ Corner ☐ Cul-de-Sac ☐ Golf course ☐ Greenbelt ☐ Level Lot ☐ Golf course ☐ Greenbelt ☐ Level Lot ☐ Mountain View ☐ None ☐ Open Land ☐ Private Backyard ☐ Sloping ☐ Valley view ☐ Wooded Neighborhood Amenities ☐ Airstrip ☐ Boat/Camper/Van Parking ☐ Clubhouse ☐ Gated Community ☐ Golf Course ☐ Guest Lodging ☐ Lake ☐ Marina ☐ Neighborhood Association ☐ None ☐ Park ☐ Physical Fit Facilities ☐ Playground ☐ Pool ☐ Racquetball ☐ Retirement Community ☐ Security ☐ Sidewalks ☐ Stables ☐ Street Lights ☐ Swim Team ☐ Tennis Courts ☐ Tennis Team ☐ Underground Utilities	Showing Instructions ☐ 24 Hour Access ☐ 9AM to 10PM ☐ Appt. Agent ☐ Appt. Owner ☐ Appt. Tenant ☐ Call Agent Only ☐ Caution Alarm ☐ Caution Pet ☐ Courtesy Call . Leave Mess. ☐ Day Sleeper ☐ Key in Office ☐ Lockbox GAMLS Comp. ☐ Lockbox Non-GAMLS ☐ Special Hours ☐ Under Construction ☐ Vacant Special Conditions ☐ Agent Owned ☐ Agent Related to Seller ☐ Bank Owned ☐ Corporate Relocatiion ☐ Estate Owned ☐ Fixer upper ☐ Foreclosure ☐ Government Owned ☐ Historic ☐ Invested Owned ☐ Pre-Foreclosure ☐ Recently Renovated ☐ Rental ☐ Short Sale Home Warranty Does Seller Offer a Home Warranty? ☐ Yes ☐ No	Roof Type ☐ Composition ☐ Concrete ☐ Copper ☐ Metal/ Steel ☐ Tile ☐ Tin ☐ Wood Shingle ☐ Other (See Remarks) ☐ Slate ☐ Tar/Gravel Stories ☐ 1 Story ☐ 1 ½ Stories ☐ 2 Stories ☐ Over 2 Stories ☐ Multi-Foyer ☐ Split Foyer ☐ Split Level Style ☐ A-Frame ☐ Adrondack ☐ Bungalow/Cottage ☐ Cabin ☐ Cape Cod ☐ Cluster ☐ Colonial ☐ Contemporary ☐ Country/Rustic ☐ Craftsman ☐ European ☐ French Provincial ☐ Mediterranean ☐ Other (See Remarks) ☐ Ranch ☐ Traditional ☐ Tudor ☐ Victorian ☐ Mobile Home ☐ Modular Home MUST BE PERMANENTLY ATTACHED TO LAND AND SOLD AS RE
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Date of Possession ☐ 3-7 Days after Closing ☐ At Closing ☐ Negotiable ☐ Other (See Remarks) Photo ☐ Seller Provided Photo ☐ Broker Provided ☐ Under Construction	Possible Financing ☐ 100 PCT. Financing ☐ 1031 Exchange ☐ Assume ☐ Cash ☐ Conventional ☐ Credit Report Required ☐ Exchange Considered ☐ FHA ☐ FNMA Approved ☐ FNMC Approved ☐ GHFA Loan (GRFA) ☐ Lease Purchase ☐ Not Valid Option ☐ Other (See Remarks) ☐ Owner 1st ☐ Owner 2nd ☐ Release of Liability ☐ VA	Initiation Fee \$ Assoc. Initiation fee in dollars Annual Association: Amount: \$ Fee Includes: ☐ Bldg. & Liability Insurance ☐ Exterior Maintenance ☐ Facilities Fee ☐ Garbage Pickup ☐ Grounds Maintenance ☐ Heat/ Cooling ☐ Management Fee ☐ None ☐ Other (See Remarks) ☐ Pest Control/Termite ☐ Private Roads ☐ Reserve Fund ☐ Security ☐ Sewer ☐ Swimming ☐ Tennis ☐ Water	Above Grade Finished SQ FT Estimated finished area at or above ground level Below Grade Finished SQ FT Estimated finished area partially or completely below ground level Square Footage Source (Please select only one) ☐ Agent ☐ Appraiser ☐ Building Plans ☐ Other (See Remarks) ☐ Owner/Seller ☐ Public Record ☐ Sq. Ft .Not Entered
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Owner(s)/Leasor agree(s) above information and property characteristics are true and correct, to the best of his/her knowledge. MLS computer system information will be provided to brokers and agents who may represent other parties. Owner(s)/Leasor waive any claim against the MLS and its employees arising out of disclosure of sub information to other parties and hereby covenants that owner(s) will not sue MLS or employees for any and all claim suites of causes of action whenever asserted arising out of such disclosure.

PUBLIC REMARKS: Describe Your Property below. No sq footage or pricing allowed. **576 characters MAX.**

PRIVATE REMARKS: Give showing instructions in box below.

If this property is a property for lease or land/lot for sale, please continue to next page to complete additional fields. If NOT for lease or land/lot for sale: THIS FORM IS NOW COMPLETED. SAVE THE DOCUMENT TO YOUR HARD DRIVE OR "SHARE" IF ON MOBILE DEVICE. Click "Submit to Paddy" button. A new window, email to Paddy window should pop up. Click "Send."

ADDITIONAL FIELDS FOR RENTAL PROPERTIES:

Monthly Rent: \$ Rent Available Date: Also For Sale: ☐ Furnished: ☐
Pets Allowed: Yes ☐ Pet Deposit: Yes ☐ \$
No ☐ No ☐
Negotiable ☐

Minimum Rental (Months) Maximum Rental (Months) Deposit: ☐ \$
Security Deposit: ☐ \$
Reservation Deposit: ☐ \$

	Yes	No	Amount		Yes	No	Amount
Move In Fee :	☐	☐	\$	Application Fee:	☐	☐	\$
				Fee Per Adult:	☐	☐	\$
				Fee Per Family:	☐	☐	\$

ADDITIONAL FIELDS FOR LOT/LAND:

Documents:	☐ None	☐ Soil Analysis	Improvements:	☐ None	☐ Street
	☐ Perc Test	☐ Survey		☐ Curbs	☐ Side
	☐ Plat	☐ Topo Map	Vegetation:	☐ Grassy	☐ Open
	☐ Septic Permit	☐ Other		☐ Wooded	
Class/Type:	☐ Agriculture	Utilities	Available:	☐ None	☐ Electric
	☐ Commercial/Industrial			☐ N. Gas	☐ Public Water
	☐ Residential			☐ Sewer	☐ Septic

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