

RESIDENTIAL LEASE/RENTAL LISTING INPUT FORM

Property Overview				* indicates Required fields
Property Type*				
<input type="checkbox"/> Apartment/Condo for Rent <input type="checkbox"/> House for Rent <input type="checkbox"/> Other Rental Property <input type="checkbox"/> Townhouse for Rent				
Full Address* (incl. Unit # if applicable)		County*	APN#*	
City*	State*	Zip*	Beds*	
Building Sqft*	Year Built*	Zoning*	Full Baths*	
Lot Sqft*	Lot Acres*	MLS Area # or Code*	Partial Baths	
Elementary School District*		Land Use	# of Stories	
Elementary School Name		High School District*		
Middle School Name		High School Name		
Is property within City Limits?*	Is property in an Incorporated area?*		Cross Street	
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Directions				
Listing Details				
Listing Status*				
<input type="checkbox"/> Active <input type="checkbox"/> Comp Only				
If Active, List Date*	Monthly Rental Price*	Expiration Date*	If Comp Only, Rented Date & Price	
Rental Details				
Date Available*	Minimum Lease Months*	Maximum Lease Months*	Expected Security Deposit*	
Lease Terms*				
<input type="checkbox"/> Accepts Section 8 <input type="checkbox"/> Deposit Required <input type="checkbox"/> Option to Renew <input type="checkbox"/> Sublease <input type="checkbox"/> Credit Report Required <input type="checkbox"/> Month to Month <input type="checkbox"/> Other Lease Terms				
Rent Includes				
<input type="checkbox"/> Association Fees <input type="checkbox"/> Gardener <input type="checkbox"/> Laundry Facilities <input type="checkbox"/> Pool/Spa <input type="checkbox"/> Cable TV <input type="checkbox"/> Gas <input type="checkbox"/> Manager <input type="checkbox"/> Security Service <input type="checkbox"/> Electricity <input type="checkbox"/> Heat <input type="checkbox"/> None <input type="checkbox"/> Sewer <input type="checkbox"/> Furniture <input type="checkbox"/> Hot Water <input type="checkbox"/> Water <input type="checkbox"/> Other <input type="checkbox"/> Trash Removal				
Communications				
<input type="checkbox"/> Audio/Video Prewired <input type="checkbox"/> DSL <input type="checkbox"/> Intercom <input type="checkbox"/> Satellite Dish <input type="checkbox"/> Cable TV <input type="checkbox"/> Fiber Ready <input type="checkbox"/> Networked <input type="checkbox"/> None <input type="checkbox"/> Other				

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Interior Features				* indicates Required fields
Accessibility Features				
<input type="checkbox"/> Bathroom Features	<input type="checkbox"/> Flashing Warnings	<input type="checkbox"/> Lower Light Switches	<input type="checkbox"/> Parking	
<input type="checkbox"/> Elevator/Lift	<input type="checkbox"/> Grab Bars	<input type="checkbox"/> None	<input type="checkbox"/> Wheelchair Access	
<input type="checkbox"/> Flashing Doorbell Warning	<input type="checkbox"/> Kitchen Features	<input type="checkbox"/> Other	<input type="checkbox"/> Wide Halls/ Doors (3ft+)	
Cooling*				
<input type="checkbox"/> Ceiling Fan	<input type="checkbox"/> Central Forced Air - Gas	<input type="checkbox"/> Central Forced Air	<input type="checkbox"/> Multi-Zone	
<input type="checkbox"/> None	<input type="checkbox"/> Other			
Dining Room Features*				
<input type="checkbox"/> Breakfast Bar	<input type="checkbox"/> Dining Area	<input type="checkbox"/> Formal Dining Room	<input type="checkbox"/> Other	
<input type="checkbox"/> Breakfast Nook	<input type="checkbox"/> Eat in Kitchen	<input type="checkbox"/> No Informal Dining Room		
Family Room Features*				
<input type="checkbox"/> Kitchen/Family Room Combo	<input type="checkbox"/> No Family Room	<input type="checkbox"/> Other	<input type="checkbox"/> Separate Family Room	
Flooring				
<input type="checkbox"/> Carpet	<input type="checkbox"/> Laminate	<input type="checkbox"/> Stone	<input type="checkbox"/> Travertine	
<input type="checkbox"/> Concrete	<input type="checkbox"/> Marble	<input type="checkbox"/> Sustainable Materials	<input type="checkbox"/> Unfinished	
<input type="checkbox"/> Granite	<input type="checkbox"/> Other	<input type="checkbox"/> Tile	<input type="checkbox"/> Vinyl/Linoleum	
<input type="checkbox"/> Hardwood	<input type="checkbox"/> Slate			
Heating*				
<input type="checkbox"/> Central Forced Air	<input type="checkbox"/> No Heating	<input type="checkbox"/> Fireplace	<input type="checkbox"/> Solar	
<input type="checkbox"/> Central Forced Air - Gas	<input type="checkbox"/> Other	<input type="checkbox"/> Floor Furnace	<input type="checkbox"/> Solar and Gas	
<input type="checkbox"/> Common	<input type="checkbox"/> Forced Air	<input type="checkbox"/> Gas	<input type="checkbox"/> Solar with Backup	
<input type="checkbox"/> Electric				
Kitchen				
<input type="checkbox"/> Cooktop - Electric	<input type="checkbox"/> Freezer	<input type="checkbox"/> No Appliances	<input type="checkbox"/> Oven - Gas	
<input type="checkbox"/> Cooktop - Gas	<input type="checkbox"/> Island	<input type="checkbox"/> None	<input type="checkbox"/> Pantry	
<input type="checkbox"/> Dishwasher	<input type="checkbox"/> Microwave	<input type="checkbox"/> Oven - Electric	<input type="checkbox"/> Refrigerator(s)	
			<input type="checkbox"/> Wine Refrigerator	
Laundry				
<input type="checkbox"/> Coin Operated	<input type="checkbox"/> Hookups Only	<input type="checkbox"/> Washer/Dryer	<input type="checkbox"/> Washer/Dryer - Some Units	
<input type="checkbox"/> None				
Other Rooms				
<input type="checkbox"/> Artist Studio	<input type="checkbox"/> Basement - Finished	<input type="checkbox"/> Office Area	<input type="checkbox"/> Safe/Panic Room	
<input type="checkbox"/> Atrium	<input type="checkbox"/> Laundry Room	<input type="checkbox"/> Other	<input type="checkbox"/> Storage	
<input type="checkbox"/> Attic	<input type="checkbox"/> Loft			

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Exterior Features			* indicates Required fields
# Garage Spaces*	# Carport Spaces*	# Open Parking Spaces*	
Parking Features*			
<input type="checkbox"/> Assigned Spaces	<input type="checkbox"/> Electric Car Hookup	<input type="checkbox"/> No Garage	<input type="checkbox"/> Parking Area
<input type="checkbox"/> Attached Garage	<input type="checkbox"/> Gate/Door Opener	<input type="checkbox"/> No Parking	<input type="checkbox"/> Uncovered Parking
<input type="checkbox"/> Covered Parking	<input type="checkbox"/> Guest / Visitor Parking	<input type="checkbox"/> On Street	<input type="checkbox"/> Underground Parking
<input type="checkbox"/> Detached	<input type="checkbox"/> Metered or Fee		
Energy Saving Features			
<input type="checkbox"/> Double Pane Windows	<input type="checkbox"/> Geothermal Energy Source	<input type="checkbox"/> Passive Solar	<input type="checkbox"/> Tankless Water Heater
<input type="checkbox"/> Energy Star Appliances	<input type="checkbox"/> Green/Resource Efficient Features	<input type="checkbox"/> Skylight(s)	<input type="checkbox"/> Thermostat Controller
<input type="checkbox"/> Energy Star HVAC	<input type="checkbox"/> None	<input type="checkbox"/> Solar Heating	<input type="checkbox"/> Triple Pane Windows
<input type="checkbox"/> Energy Star Lighting	<input type="checkbox"/> Other	<input type="checkbox"/> Solar Power	<input type="checkbox"/> Whole House Fan
Exterior Amenities			
<input type="checkbox"/> Back Yard	<input type="checkbox"/> Barbecue Area	<input type="checkbox"/> Storage Shed/Structure	<input type="checkbox"/> None
<input type="checkbox"/> Balcony/Patio	<input type="checkbox"/> Low Maintenance		
Is there a Pool?*			
	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
Pool Features (if Pool is Yes)			
<input type="checkbox"/> Above Ground	<input type="checkbox"/> Fenced	<input type="checkbox"/> In Ground	<input type="checkbox"/> Sauna or Steam Room
<input type="checkbox"/> Black Bottom	<input type="checkbox"/> Fiberglass	<input type="checkbox"/> Indoor	<input type="checkbox"/> Solar Cover
<input type="checkbox"/> Cabana/Dressing Room	<input type="checkbox"/> Gunitite	<input type="checkbox"/> Lap	<input type="checkbox"/> Spa/Hot Tub
<input type="checkbox"/> Community Facility	<input type="checkbox"/> Heated	<input type="checkbox"/> None	<input type="checkbox"/> Sport
<input type="checkbox"/> Cover	<input type="checkbox"/> Heated - Solar	<input type="checkbox"/> Pool/Spa Combo	<input type="checkbox"/> Sweep
<input type="checkbox"/> Other			
View Description			
<input type="checkbox"/> Bay	<input type="checkbox"/> Garden/Greenbelt	<input type="checkbox"/> Marina	<input type="checkbox"/> Orchard
<input type="checkbox"/> Bridge	<input type="checkbox"/> Golf Course	<input type="checkbox"/> Mountains	<input type="checkbox"/> Other
<input type="checkbox"/> Canyon	<input type="checkbox"/> Hills	<input type="checkbox"/> None	<input type="checkbox"/> Park
<input type="checkbox"/> Downtown	<input type="checkbox"/> Lake	<input type="checkbox"/> Ocean	
Community Info			
Is property in a Community?*	If yes, Community Name:	# of Units in Community:	
Community Amenities			
<input type="checkbox"/> Additional Storage	<input type="checkbox"/> Club House	<input type="checkbox"/> Exercise Course	<input type="checkbox"/> Playground
<input type="checkbox"/> Barbecue Area	<input type="checkbox"/> Common Utility Room	<input type="checkbox"/> Game Court (Indoor)	<input type="checkbox"/> Putting Green
<input type="checkbox"/> Basketball Court - Indoor Half	<input type="checkbox"/> Community Pool	<input type="checkbox"/> Game Court (Outdoor)	<input type="checkbox"/> Recreation Room
<input type="checkbox"/> Beach Rights	<input type="checkbox"/> Community Security Gate	<input type="checkbox"/> Garden/ Greenbelt/ Trails	<input type="checkbox"/> Roof Deck
<input type="checkbox"/> Billiard Room	<input type="checkbox"/> Community TV Antenna	<input type="checkbox"/> Golf Course	<input type="checkbox"/> RV/ Boat Storage
<input type="checkbox"/> Boat Dock	<input type="checkbox"/> Concierge	<input type="checkbox"/> Gym/ Exercise Facility	<input type="checkbox"/> Sauna/ Spa/ Hot Tub
<input type="checkbox"/> Bowling Alley	<input type="checkbox"/> Conference Facilities	<input type="checkbox"/> None	<input type="checkbox"/> Tennis Court/Facility
<input type="checkbox"/> Cabana	<input type="checkbox"/> Door Person	<input type="checkbox"/> Organized Activities	<input type="checkbox"/> Trash Chute
<input type="checkbox"/> Car Wash Area	<input type="checkbox"/> Elevator	<input type="checkbox"/> Other	

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Community Info (continued)		* indicates Required fields
Community Restrictions		
<input type="checkbox"/> None	<input type="checkbox"/> Pets - Cats Permitted	<input type="checkbox"/> Pets - Number Restrictions
<input type="checkbox"/> Other	<input type="checkbox"/> Pets - Dogs Permitted	<input type="checkbox"/> Retirement Community
<input type="checkbox"/> Pets - Allowed	<input type="checkbox"/> Pets - Not Allowed	<input type="checkbox"/> Senior Community
<input type="checkbox"/> Pets - Rules		
Is there an HOA?*	Yes / No	If yes, HOA Name & Phone: HOA Fee:
Marketing & Photos		
Please email your photos <i>within 72 hours</i> to: support@mlslistings.com with the Address of the Property in the Subject Line		
Branded Virtual Tour URL:		
UnBranded Virtual Tour URL:		
Public Remarks (up to 500 characters):		
Do you want this listing posted on Consumer Websites?*	Allow VOW-IDX AVM?	Allow VOW-IDX Comments?
(Internet_Yes_No) <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Public Listing Address Format		
<input type="checkbox"/> Show Full Address	<input type="checkbox"/> Show Street City Zip	<input type="checkbox"/> Show City Zip Only
For Agents		
Cooperating Broker Commission:	\$ or %	Dual Variable? <input type="checkbox"/> Yes <input type="checkbox"/> No
Listing Service:		
<input type="checkbox"/> Full Service	<input type="checkbox"/> Limited Service	<input type="checkbox"/> MLS Entry Only
<input type="checkbox"/> Restricted		
Listing Type:		
<input type="checkbox"/> Exclusive Agency	<input type="checkbox"/> Exclusive Right to Sell with Reservations	
<input type="checkbox"/> Exclusive Right to Sell	<input type="checkbox"/> Open	<input type="checkbox"/> Probate
Private Remarks (up to 1000 characters):		

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For Agents (continued)		* indicates Required fields	
Disclosure URL:			
Showing Contact Name:	Showing Contact Phone:	Gate Code (if any):	
Showing Contact Type:			
<input type="checkbox"/> Agent	<input type="checkbox"/> Manager	<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant
Property is Occupied By*			
<input type="checkbox"/> Call Agent	<input type="checkbox"/> Manager	<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant
Showing Instructions*			
<input type="checkbox"/> 24-Hour Notice Required	<input type="checkbox"/> Do Not Disturb Occupants	<input type="checkbox"/> Lockbox	<input type="checkbox"/> None
<input type="checkbox"/> Appointment Only	<input type="checkbox"/> Do Not Go Direct	<input type="checkbox"/> Lockbox Location - See Remarks	<input type="checkbox"/> Other
<input type="checkbox"/> Call First	<input type="checkbox"/> Do Not Show	<input type="checkbox"/> Lockbox - None	<input type="checkbox"/> Pets-See Remarks
<input type="checkbox"/> Call Listing Agent	<input type="checkbox"/> Gate Code - Call LA	<input type="checkbox"/> Lockbox - Other	<input type="checkbox"/> Restricted Hours
<input type="checkbox"/> Call Manager	<input type="checkbox"/> Go Directly	<input type="checkbox"/> Lockbox - Supra iBox	<input type="checkbox"/> Security System
<input type="checkbox"/> Call Owner	<input type="checkbox"/> Key in Listing Office	<input type="checkbox"/> Lockbox - Supra iBox Bluetooth	<input type="checkbox"/> See Remarks
<input type="checkbox"/> Call Tenant	<input type="checkbox"/> LA Must Be Present	<input type="checkbox"/> No Sign	<input type="checkbox"/> Subject to Inspection
<input type="checkbox"/> CBS Restricted - Call LA	<input type="checkbox"/> Leave Card	<input type="checkbox"/> NonDisclosure Required	
Additional Showing Instructions:			
Listing Contact Info			
Listing Agent First & Last Name*		License #*	Phone*
Listing Agent Email*			
Listing Office Name*		List Office Code:	Office Phone*
Co-Listing Agent First & Last Name (if applicable):		Co-Agent License #:	Co-Agent Phone:
Co-Listing Agent Email:			
Co-Listing Office Name:		Co-List Office Code:	Co-List Office Phone:
If Comp Only, Selling Agent First & Last Name:		Selling Agent License #:	Selling Agent Phone:
Selling Agent Email:			
Selling Office Name:		Selling Office Code:	Selling Office Phone:
Signatures: Broker hereby certifies that she/he has a valid written listing agreement pertaining to the above property executed by all of the sellers and which meets all the requirements of law including the California Civil Code Sections 1086 - 1090.			
Listing Agent's Signature	Date	Seller's Signature	Date
Broker/Participant's Signature	Date	Seller's Signature	Date