

INCOME PROPERTY INPUT FORM (More than one unit)

* = Required Field

MLS #: _____

Listing Information

*Listing Office: _____ *Listing Agent: _____
*Co-Listed?: ☐ Y / ☐ N (If yes, the following fields are required): Co-Listing Office: _____ Co-Listing Agent: _____
*Property Type: INCOME PROPERTY Secondary Property Type: _____ *Listing Status: _____
*List Price: _____ *List Date: _____ *Expire Date: _____ (If coming soon status,
the following field is required) *Go Active Date: _____

Location Information

*County: _____ *Street #: _____ End St #: _____ 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 1500 characters): _____

Listing Web Site: http:// _____

Property Information

*Lot Size in Sq. Ft: _____ OR *Approx. Acres: _____ *School District: _____
*High School: _____ *Middle School: _____ *Elem 1: _____ Elem 2: _____
*Water Supplier: _____ Elec Supplier: _____ Gas Supplier: _____ Trash Provider(s): _____
*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) *Short Pay? ☐ Y / ☐ N
☐ Exclusive Right to Sell, Transaction Broker
☐ Exclusive Right to Sell, Agency
☐ Exclusive Agency/Brokerage
*Limited Service? ☐ Y / ☐ N
If "Y", the listing broker (select 1 option):
☐ will arrange appts for cooperating broker
OR
☐ gives co-op brokers authority
*Buyer Exclusion: ☐ Y / ☐ N *For Showings, ☐ None ☐ Listing Agent ☐ Listing Office ☐ BrokerBay: _____
Min Earnest Money: \$ _____ contact: ☐ ShowingTime: _____ ☐ Other: _____
Earnest Money Recipient: _____ (Online Showings when ShowingTime or BrokerBay is selected)

Building Information

*Year Built: _____ *New Construction?: ☐ Y / ☐ N *If Yes, Const. Completed?: ☐ Y / ☐ N *If No, Const. Started?: ☐ Y / ☐ N
*If Yes, Est. Completion Date: _____ New Construction Notes (limited to 1500 characters): _____
Model Name: _____ Builder: _____
*Water Meter Installed?: ☐ 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: <input type="checkbox"/> Y / <input type="checkbox"/> N	*Year Certified: _____	*Score: _____ (0-240)
	Home Energy Score: <input type="checkbox"/> Y / <input type="checkbox"/> N	*Year Certified: _____	*Rating: _____ (1-10)
	ENERGY STAR® Qualified New Home: <input type="checkbox"/> Y / <input type="checkbox"/> N	*Year Certified: _____	
	LEED for Homes: <input type="checkbox"/> Y / <input type="checkbox"/> N	*Year Certified: _____	
	NAHB/NGBS-ICC 700: <input type="checkbox"/> Y / <input type="checkbox"/> N	*Year Certified: _____	
Solar:	Solar PV: <input type="checkbox"/> Y / <input type="checkbox"/> N	*Year Installed: _____	*Kilowatts: _____
	Solar Thermal: <input type="checkbox"/> Y / <input type="checkbox"/> N	*Year Installed: _____	*Type: _____ (e.g. "Water")
*Green Features Addendum uploaded?	<input type="checkbox"/> Y / <input type="checkbox"/> N		

Size and Units

Unit	# of Units	Beds	Baths	Bsmt	Sq Ft	Rent	# Parking Spaces	Parking Type
1st Type	_____	_____	_____	<input type="checkbox"/> Y / <input type="checkbox"/> N	_____	_____	_____	_____
2nd Type	_____	_____	_____	<input type="checkbox"/> Y / <input type="checkbox"/> N	_____	_____	_____	_____
3rd Type	_____	_____	_____	<input type="checkbox"/> Y / <input type="checkbox"/> N	_____	_____	_____	_____
4th Type	_____	_____	_____	<input type="checkbox"/> Y / <input type="checkbox"/> N	_____	_____	_____	_____
5th Type	_____	_____	_____	<input type="checkbox"/> Y / <input type="checkbox"/> N	_____	_____	_____	_____
6th Type	_____	_____	_____	<input type="checkbox"/> Y / <input type="checkbox"/> N	_____	_____	_____	_____
Total # Units: _____								

Parking Types:
 Attached
 Carport
 Detached
 None
 Off Street
 Reserved
 Underground

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

Square Footage Information

*Total SqFt (Fin & Unfin Inc. Basement): _____

SqFt Source:

☐ Licensee ☐ Prior Appraisal ☐ Other
☐ Building Plans ☐ Assessor

Expenses

Tax Year: _____

- | | | |
|---|--------------------------------|--|
| 1. *Potential Rental Income: \$ _____ | Operating Expenses | Other: _____ |
| 2. *Vacancy (% of PRI): _____ | Property Taxes: _____ | Other: _____ |
| 3. Effective Rental Income: Auto calculated | Building Insurance: _____ | Other: _____ |
| 4. Other Income (laundry, etc.): _____ | Utilities: _____ | 6. Total Operating Expenses: Auto calculated |
| 5. Gross Operating Income: Auto calculated | Common Area Maintenance: _____ | 7. New Operating Income: Auto calculated |

The following fields may be manually or automatically calculated CAP: _____ GRM: _____

Remarks (limited to 2000 characters for Listing Comments and Broker Remarks with the first 500 appearing on print reports)

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. Will display on IRES MLS & printed agent version reports only): _____

—

*Display on Internet: ☐ Y / ☐ N *Display Address: ☐ Y / ☐ N *Allow 3rd Party Comments: ☐ Y / ☐ N *Allow 3rd Party AVMs: ☐ Y / ☐ N

*Attribution Contact (Phone or Email): _____ *ColoProperty.com@: ☐ Y / ☐ N

Internet Marketing

*Nestfully: Y / N *Realtor.com@: ☐ Y / ☐ N *Homes.com@: ☐ Y / ☐ N *Exclude from ListHub Syndications?: ☐ Y / ☐ N

Exterior Features

*Style: _____

- 1 Story/Ranch
- Bi-Level
- Tri-Level
- Four-Level
- Five+ Levels
- 2 Story
- 3 Story
- 4 Story
- 1 ½ Story
- Raised Ranch
- Tri Front/Back
- 4 L Front/Back

*Construction: _____

- Wood/Frame
- Brick/Brick Veneer
- Block
- Stone
- Log
- Metal Siding
- Vinyl Siding
- Composition Siding
- Stucco
- Wood Siding
- Wood Shingle

- Cedar/Redwood
- Painted/Stained
- Rolling Shutters
- Other Construction
- Adobe
- Concrete
- Moss Rock

***Roof:** _____

- Composition Roof
- Wood Shake/Shingle
- Tar & Gravel
- Tile Roof
- Metal Roof
- Slate Roof
- Rubber Membrane
- Foam Roof
- Fiberglass Shingles
- Other Roof
- Flat Roof
- Cement Shake
- Concrete Tile
- Simulated Shake

Common Amenities: _____

- Clubhouse
- Tennis
- Hot Tub

- Indoor Pool
- Pool
- Sauna
- Play Area
- Exercise Room
- Common Rec/Park Area
- Extra Storage
- Common Laundry
- Security Building
- Elevator
- Hiking/Biking Trails
- Business Center
- Recreation Room
- Gated Community

Assoc. Fee Includes: _____

- Common Amenities
- Trash
- Snow Removal
- Lawn Care
- Security
- Management
- Common Utilities
- Exterior Maintenance

Type: _____

- Zero Lot Line
- Patio Home

- Cottage/Bung
- Colonial
- Victorian
- Tudor
- Spanish
- Cape Cod
- Farm House
- Earth Berm
- Cabin
- A-Frame
- Fixer-Upper
- Legal, Conforming
- Legal, Non-conforming
- Duplex
- Manufactured Home
- Foursquare/Denver Square
- Chalet
- Contemporary/Modern

Outdoor Feat: _____

- Lawn Sprinkler System
- Storage Buildings
- Balcony
- Patio
- Deck
- Enclosed Porch
- Private Hot Tub
- 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. Airport
26. Historic District
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
44. Lake Access
45. Lake Front
46. Marina in Community
47. River Access
48. River Front
49. Stream
50. Waterfront
51. Lake on Lot
52. Pond on Lot
53. Waterfall
54. Xeriscape

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 Legal 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

Parking Per Unit: _____

1. Less Than 1
2. 1 Space/Unit
3. 1.5 Spaces/Unit
4. 2 Spaces/Unit

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
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. 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
16. Common Heat Source
17. Individual Heat Source
19. Wall Heater
20. Oil
21. Ductless
22. Pellet Stove

Cooling: _____

1. Central Air
2. Wall/Window Unit(s)
3. Evaporate Cooler
4. Ceiling Fan
5. Attic Fan
6. Whole House Fan
10. Ductless

***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. Washer
13. 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
33. All Units Furnished
34. Some Appliances
35. All Appliances
36. Personal Property Inventory
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. Shared Kitchen
20. Shared Baths
21. Outside Entry
22. Kitchen Island
25. Two Primary Suites
26. Steam Shower
27. 6-Panel Doors
28. French Doors
29. 9ft+ Ceilings
30. Beamed Ceilings
31. Crown Molding
32. Sunroom
33. Split Bedroom Floor Plan

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
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 Level Bath
12. Main Floor Bedroom
13. Stall Shower
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
11. Master Meter-Electric
12. Master Meter-Gas
13. Separate Meter Electricity
14. Separate Meter Gas
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
11. Septic Field
12. Septic Vault

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. Private Owner
2. Licensed Owner
3. Lender Owner/REO
4. Corporate Buy-Out
5. Partnership
6. Other Owner
7. Permanent Affordable Housing
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

***Tenant Pays:** _____

1. Deposit
2. Gas
3. Electric
4. Water
5. Sewer
6. Property Taxes
7. CPI Annual Escalation
8. Building Insurance
9. Interior Maintenance
10. Site Maintenance
11. Exterior Maintenance
12. Structural Maintenance
13. Association Fees
14. Trash
15. A/C Maintenance
16. Parking
20. Nothing

Gross Income Includes: _____

1. Lease/Rents

2. Deposits Forfeited
3. Vending Machine
4. Common Area Fees
5. Lease Overage
6. Lease Parking
7. Laundry

***Property Disclosures:** _____

1. Seller's Disclosure
2. No Property Disclosure
3. Lead Paint Disclosure

***Flood Plain:** _____

1. High Hazard/Floodway
2. 100 Year/High Risk
3. 500 Year/Moderate Risk
4. Minimal Risk

Existing Lease: _____

1. Month-to-Month
2. Fixed Term
3. 6 Month Lease
4. Year Lease
5. Other-- See Remarks
6. Not Leased
7. Existing Rental License
8. License Not Required

***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. SS Pending Lender Approval
20. FIRPTA

Exclusions

Exclusions (Limit to 1500 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

Minimum Notice Before Showings: None 30 Min 60 Min 120 Min Custom: _____

SentryLock 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 / ☐ NMobile Phone: _____ Use for text?: ☐ Y / ☐ N Other Phone: _____ Use for text?: ☐ Y / ☐ NEmail: _____ Appt. Notices?: ☐ Y / ☐ N Receive Feedback?: ☐ Y / ☐ N Preferred Contact Method: _____

Select 1: Email, Phone, Text, Other

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 questions 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. I certify that no offer of compensation will be entered into this listing in the MLS.

Signature: _____