

# RESIDENTIAL / CONDO LISTING FORM



**\* Required Fields**

SUPPORT@REALCOMP.COM • FAX: (248) 699-0331 • PHONE: (866) 553-3430

MLS # \_\_\_\_\_

AGENT/OFFICE

\* LIST AGENT ID # \_\_\_\_\_ \* AGENT PHONE \_\_\_\_\_  
 \* LIST OFFICE ID # \_\_\_\_\_  
 \* CONTACT NAME \_\_\_\_\_ \* CONTACT PHONE \_\_\_\_\_  
 CO-LISTER ID# \_\_\_\_\_ CO-LISTER PHONE \_\_\_\_\_

PRICE & OWNERSHIP

\*  SINGLE FAMILY RESIDENTIAL  CONDOMINIUM \*  SALE  LEASE (also complete the Lease Addendum form)  
**\* ACCESS** Maximum 1 choice \* **OWNERSHIP** Maximum 1 choice  
 APPOINTMENT  BANK OWNED \* **LIST PRICE \$** \_\_\_\_\_  
 APPOINTMENT/KEY  CORPORATE/RELO. \* **IS THIS A SHORT SALE?** \_\_\_\_\_ YES \_\_\_\_\_ NO  
 APPOINTMENT/LOCKBOX  FANNIE MAE/FREDDIE MAC \* **IS A HOME WARRANTY OFFERED?** \_\_\_\_\_ YES \_\_\_\_\_ NO  
 KEY  GOVERNMENT \* **POSSESSION** \_\_\_\_\_  
 LOCKBOX  PRIVATE

PUBLIC RECORD AND ADDRESS

\* COUNTY \_\_\_\_\_ \* PROPERTY ID \_\_\_\_\_ \* AREA # \_\_\_\_\_ MAP COORDINATES \_\_\_\_\_  
 \* ADDRESS \_\_\_\_\_ \* STREET # \_\_\_\_\_ ST DIR \_\_\_\_\_ \* STREET NAME \_\_\_\_\_ STREET TYPE \_\_\_\_\_ POST DIR \_\_\_\_\_ SIDE OF STREET \_\_\_\_\_  
 UNIT/SUITE # \_\_\_\_\_ (condo only) BUILDING # \_\_\_\_\_ (condo only)  
 CITY \_\_\_\_\_ \* MUNICIPALITY NAME \_\_\_\_\_ \* MAILING CITY NAME \_\_\_\_\_ \* STATE \_\_\_\_\_ \* ZIP CODE \_\_\_\_\_ ZIP + 4 \_\_\_\_\_  
 VILLAGE \_\_\_\_\_  
 TOWNSHIP \_\_\_\_\_  
 NORTH \_\_\_\_\_ \* EAST \_\_\_\_\_  
 SOUTH \_\_\_\_\_ \* NORTH/SOUTH CROSS STREET \_\_\_\_\_ \* WEST \_\_\_\_\_ \* EAST/WEST CROSS STREET \_\_\_\_\_  
 \* DIRECTIONS \_\_\_\_\_  
 \* LEGAL DESCRIPTION \_\_\_\_\_  
 \* TAXES \_\_\_\_\_ \* SUMMER TAXES \_\_\_\_\_ \* WINTER TAXES \_\_\_\_\_ SPECIAL ASSESSMENT AMOUNT AND REASON \_\_\_\_\_ \* ARE TAXES HOMESTEAD? \_\_\_\_\_ YES \_\_\_\_\_ NO  
 SUBDIVISION \_\_\_\_\_ \* SCHOOL DISTRICT \_\_\_\_\_

LOT AND LAND INFORMATION

\* LOT DIMENSIONS \_\_\_\_\_ FRONT X LEFT X BACK X RIGHT X OTHER (residential only) FRONTAGE FEET \_\_\_\_\_ (residential only) ACRES \_\_\_\_\_ (residential only)  
**SITE DESCRIPTION** No maximum  
 CORNER LOT  
 EASEMENT  
 FARM (res only)  
 GOLF COMMUNITY  
 GOLF FRONTAGE  
 HILLY-RAVINE  
 IRREGULAR  
 LAKE VIEW  
 LEVEL  
 SPLITS AVAILABLE (res only)  
 VACATION HOME  
 WETLAND/SWAMP  
 WOODED  
**CONSTRUCTION FEAT.** No maximum  
 CONSTRUCTION TO START UPON SALE  
 MODEL FOR SALE  
 MODEL NOT FOR SALE  
 NEW CONSTRUCTION  
 PERMIT READY  
 PLATTED SUB  
 QUICK DELIVERY HOME  
 SITE CONDO (res only)  
**WATER FACILITIES** Maximum 3 choices  
 CANAL FRONTAGE  
 CREEK  
 LAKE FRONTAGE  
 LAKE/RIVER PRIV.  
 POND  
 RIVER FRONTAGE  
**WATER FEATURES** No maximum  
 ALL SPORTS LAKE  
 BOAT FACILITIES  
 DOCK FACILITIES  
 SEA WALL  
 SWIM ASSOC.  
**\* ROAD** No maximum  
 GRAVEL  
 PAVED  
 PRIVATE  
 PUBLIC SIDEWALK  
**\* WATER** Maximum 2 choices  
 3RD PARTY/ UNKNOWN  
 COMMUNITY  
 MUNICIPAL WATER  
 WATER AT STREET  
 WELL-EXISTING  
 OTHER/NONE  
**\* SEWER** Maximum 2 choices  
 3RD PARTY/ UNKNOWN  
 COMMON SEPTIC  
 SEPTIC-EXISTING  
 SEWER AT STREET  
 SEWER-SANITARY  
 \_\_\_\_\_  
**BODY OF WATER NAME**  
 \_\_\_\_\_  
 % WOODED \_\_\_\_\_ SOIL TYPE \_\_\_\_\_  
 % TILLABLE \_\_\_\_\_  
 % TILED \_\_\_\_\_



# RESIDENTIAL / CONDO LISTING FORM CONTINUED

ADDRESS REQUIRED \_\_\_\_\_

\*YEAR BUILT \_\_\_\_\_ YEAR REMODELED \_\_\_\_\_ \*APPROX. ABOVE GRADE SQUARE FEET \_\_\_\_\_ \*SOURCE BLDG SQ FT \_\_\_\_\_  
No basement sq ft

BUILDING AND EXTERIOR

**\*ARCHITECTURE STYLE**

- Maximum 1 choice
- 1/2 DUPLEX (condo only)
  - 1/2 DUPLEX W/LAND (res only)
  - BUNGALOW
  - CAPE COD
  - COLONIAL
  - CONTEMPORARY
  - END UNIT (condo only)
  - FARMHOUSE (res only)
  - FREE STANDING/ DETACHED (condo only)
  - HIGH RISE (condo only)
  - HISTORIC
  - LOFT
  - MANUFACTURED TO BE DEEDED (res only)
  - MANUFACTURED W/ DEED (res only)
  - MODULAR HOME (res only)
  - RAISED RANCH
  - RANCH
  - STUDIO (condo only)
  - TOWNHOUSE
  - TUDOR
  - VICTORIAN
  - OTHER

**\*ARCHITECTURE LEVEL**

- Maximum 1 choice
- 1 STORY
  - 1-1/2 STORY
  - 2 STORY
  - 3 STORY
  - BI-LEVEL
  - TRI-LEVEL
  - QUAD-LEVEL
  - SPLIT-LEVEL
  - 1-STORY GROUND (condo only)
  - 1 STORY UP (condo only)

**\*EXTERIOR**

- No maximum
- ALUMINUM
  - ASBESTOS
  - ASPHALT
  - BLOCK/CONCRETE/ MASONRY
  - BRICK
  - BRICK SIDING
  - CEDAR
  - COMPOSITION
  - LOG/LOG FACED
  - STONE
  - STUCCO/EIFS
  - VINYL
  - WOOD
  - OTHER

**ROOF MATERIAL**

- No maximum
- ASPHALT
  - BUILT-UP
  - CEDAR/WOOD
  - COMPOSITION
  - METAL
  - RUBBER
  - SLATE
  - TILE
  - OTHER

**PORCH TYPE**

- No maximum
- BALCONY
  - BREEZEWAY
  - DECK
  - PATIO
  - PORCH
  - PORCH-COVERED
  - PORCH-ENCLOSED
  - TERRACE

**OUT BUILDINGS (res only)**

- No maximum
- ARENA
  - BROODER HOUSE
  - DAIRY BARN
  - HAY BARN
  - HORSE BARN
  - KENNEL
  - POLE BARN
  - SHED
  - SILO

**\*GARAGE SIZE**

- Maximum 2 choices
- 1 CAR
  - 2 CAR
  - 3 CAR
  - 4 CAR
  - 5 CAR
  - 6 OR MORE
  - NO GARAGE

**GARAGE FEATURES**

- No maximum
- 1 ASSIGNED SPACE
  - 2+ ASSIGNED SPACES
  - ATTACHED
  - BASEMENT ACCESS
  - CARPORT
  - DETACHED
  - DIRECT ACCESS
  - DOOR OPENER
  - ELECTRICITY
  - HEATED
  - SECOND GARAGE
  - SIDE ENTRY GARAGE
  - WORKSHOP

**EXTERIOR FEATURES**

- No maximum
- BBQ GRILL
  - CABANA
  - CLUB HOUSE
  - DISABLED ACCESS
  - FENCED
  - GATE HOUSE
  - GAZEBO
  - GROUNDS MAINT.
  - OUTSIDE LIGHTS
  - POOL-ABOVE GRD
  - POOL-COMMON
  - POOL-INGROUND
  - PRIVATE ENTRY (condo only)
  - SATELLITE DISH
  - SECURITY PATROL
  - SPA/HOT TUB
  - SPRINKLER
  - TENNIS COURT

GARAGE DIMENSIONS \_\_\_\_\_ X \_\_\_\_\_

INTERIOR

**COOLING**

- Maximum 4 choices
- ATTIC FAN
  - CEILING FAN
  - CEILING FANS 2+
  - CENTRAL AIR
  - WALL UNIT
  - WALL UNITS 2+
  - WINDOW UNIT
  - WINDOW UNITS 2+

**\*HEATING**

- Maximum 4 choices
- BASEBOARD
  - FORCED AIR
  - GRAVITY
  - HEAT PUMP
  - HOT WATER
  - RADIANT
  - SPACE HEATER
  - STEAM
  - WALL/FLOOR FURNACE
  - ZONED
  - OTHER

**\*FUEL TYPE**

- Maximum 2 choices
- COAL
  - ELECTRIC
  - GAS
  - GEO-THERMAL
  - HEAT PUMP
  - LP GAS
  - OIL
  - PROPANE
  - SOLAR
  - WOOD

**WATER HEATER**

- Maximum 2 choices
- COMMON (condo only)
  - ELECTRIC
  - GAS
  - GEO-THERMAL
  - HEAT PUMP
  - LP GAS
  - OIL
  - PROPANE
  - SOLAR

**INTERIOR FEATURES**

- No maximum
- AIR CLEANER
  - CABLE AVAILABLE
  - CENTRAL VACUUM
  - DISABLED FAC.
  - ELEVATOR/LIFT
  - FURNISHED
  - HIGH SPD INTERNET AVAIL.
  - HUMIDIFIER
  - INTERCOM
  - JETTED TUB
  - PETS ALLOWED
  - SECURITY ALARM (OWNED)
  - SECURITY ALARM (RENTED)
  - SOUND SYSTEM
  - SPA/HOT TUB
  - SUMP PUMP
  - WATER SOFTENER (OWNED)
  - WATER SOFTENER (RENTED)
  - WET BAR
  - OTHER

**APPLIANCES**

- No maximum
- BAR FRIDGE
  - DISHWASHER
  - DISPOSAL
  - DRYER
  - FREEZER
  - MICROWAVE
  - REFRIGERATOR
  - STOVE
  - TRASH COMPACTOR
  - WASHING MACHINE
  - OTHER

**FIREPLACE LOCATION**

- No maximum
- BASEMENT
  - DINING ROOM
  - FAMILY ROOM
  - GREAT ROOM
  - LIVING ROOM
  - MASTER BEDROOM
  - OTHER

**FIREPLACE FEATURES**

- No maximum
- GAS
  - NATURAL
  - WOOD STOVE
  - OTHER

**ARE THERE EXCLUSIONS?**

\_\_\_\_ YES  
 \_\_\_\_ NO



# RESIDENTIAL / CONDO LISTING FORM CONTINUED

ADDRESS REQUIRED \_\_\_\_\_

FOUNDATION

<p><b>* FOUNDATION MATERIAL</b> No maximum</p> <p><input type="checkbox"/> BLOCK <input type="checkbox"/> BRICK <input type="checkbox"/> POURED <input type="checkbox"/> STONE <input type="checkbox"/> WOOD <input type="checkbox"/> OTHER</p>	<p><b>* FOUNDATION</b> Maximum 2 choices</p> <p><input type="checkbox"/> BASEMENT <input type="checkbox"/> CRAWL <input type="checkbox"/> MICHIGAN BASEMENT (res only) <input type="checkbox"/> POST AND PIERS (res only) <input type="checkbox"/> SLAB</p>	<p><b>EST. BASEMENT SQUARE FEET</b> Required if basement is selected _____</p> <p><b>EST. FINISHED BASEMENT SQ FT</b> Required if the basement is finished _____</p>	<p><b>BASEMENT DESCRIPTION</b> Maximum 3 choices</p> <p><input type="checkbox"/> COMMON (condo only) <input type="checkbox"/> DAYLIGHT <input type="checkbox"/> FINISHED <input type="checkbox"/> INTERIOR ACCESS ONLY <input type="checkbox"/> PART FINISHED <input type="checkbox"/> PRIVATE (condo only) <input type="checkbox"/> UNFINISHED <input type="checkbox"/> WALKOUT ACCESS <input type="checkbox"/> WALK-UP ACCESS</p>
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\*TOTAL BEDROOMS \_\_\_\_\_ \*FULL BATHS \_\_\_\_\_ \*TOTAL LAVS \_\_\_\_\_ \*Total bedrooms, baths and lavs must match the room dimensions and levels below.

LEVEL OPTIONS: (E)ENTRY, (U)UPPER, (L)LOWER  
 FLOOR COVERINGS: (Maximum 1 choice) Carpet, Cement, Ceramic, Granite, Laminate, Linoleum, Marble, Slate, Vinyl, Wood, Other

ROOMS

*BEDROOMS							
	*DIMENSIONS	*LEVEL	PRIMARY FLOOR COVERING		*DIMENSIONS	*LEVEL	PRIMARY FLOOR COVERING
*BEDRM MASTER	_____ x _____	_____	_____	BEDROOM	_____ x _____	_____	_____
BEDROOM	_____ x _____	_____	_____	BEDROOM	_____ x _____	_____	_____
BEDROOM	_____ x _____	_____	_____	BEDROOM	_____ x _____	_____	_____
BEDROOM	_____ x _____	_____	_____	BEDROOM	_____ x _____	_____	_____
BEDROOM	_____ x _____	_____	_____	BEDROOM	_____ x _____	_____	_____

*BATHROOMS							
*BATHROOM FULL	_____ x _____	_____	_____	BATH MASTER LAV	_____ x _____	_____	_____
BATHRM MASTER	_____ x _____	_____	_____	BATHROOM LAV	_____ x _____	_____	_____
BATHROOM FULL	_____ x _____	_____	_____	BATHROOM LAV	_____ x _____	_____	_____
BATHROOM FULL	_____ x _____	_____	_____	BATHROOM LAV	_____ x _____	_____	_____
BATHROOM FULL	_____ x _____	_____	_____	BATHROOM LAV	_____ x _____	_____	_____
BATHROOM FULL	_____ x _____	_____	_____	BATHROOM LAV	_____ x _____	_____	_____
BATHROOM FULL	_____ x _____	_____	_____	BATHROOM LAV	_____ x _____	_____	_____

*OTHER ROOMS							
*KITCHEN	_____ x _____	_____	_____	BUTLER'S PANTRY	_____ x _____	_____	_____
DINING ROOM	_____ x _____	_____	_____	FLORIDA ROOM	_____ x _____	_____	_____
BREAKFAST RM	_____ x _____	_____	_____	IN-LAW QUARTERS	_____ x _____	_____	_____
LIVING ROOM	_____ x _____	_____	_____	LIBRARY	_____ x _____	_____	_____
GREAT ROOM	_____ x _____	_____	_____	MUD ROOM	_____ x _____	_____	_____
FAMILY ROOM	_____ x _____	_____	_____	REC ROOM	_____ x _____	_____	_____
LAUNDRY ROOM	_____ x _____	_____	_____	OTHER	_____ x _____	_____	_____

# RESIDENTIAL / CONDO LISTING FORM CONTINUED

ADDRESS REQUIRED \_\_\_\_\_

ASSOCIATION	*ASSOCIATION FEE \$ _____ (Required for condo) *ASSOCIATION FEE PERIOD (required for condo) Maximum 1 choice <input type="checkbox"/> ANNUAL <input type="checkbox"/> MONTHLY <input type="checkbox"/> OPTIONAL <input type="checkbox"/> QUARTERLY <input type="checkbox"/> SEMI-ANNUAL	ASSOCIATION FEE INCLUDES (condo only) Maximum 2 choices <input type="checkbox"/> GAS <input type="checkbox"/> WATER	ASSOC. CONTACT _____ ASSOC. PHONE # _____ WORKING CAPITAL \$ _____ RESTRICTIONS? _____ YES _____ NO
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TERMS AND COMPENSATION	*LIST DATE ____ / ____ / ____      *EXPIRATION DATE ____ / ____ / ____      *PROTECTION PERIOD _____			
	<table style="width:100%;"> <tr> <td style="width:33%;">                     *SUB AGENCY  <input type="checkbox"/> YES _____  <input type="checkbox"/> NO *AMOUNT (\$/%) _____                 </td> <td style="width:33%;">                     *BUYER AGENCY  <input type="checkbox"/> YES _____  <input type="checkbox"/> NO *AMOUNT (\$/%) _____                 </td> <td style="width:33%;">                     *TRANSACTION COORDINATOR  <input type="checkbox"/> YES _____  <input type="checkbox"/> NO *AMOUNT (\$/%) _____                 </td> </tr> </table>	*SUB AGENCY <input type="checkbox"/> YES _____ <input type="checkbox"/> NO *AMOUNT (\$/%) _____	*BUYER AGENCY <input type="checkbox"/> YES _____ <input type="checkbox"/> NO *AMOUNT (\$/%) _____	*TRANSACTION COORDINATOR <input type="checkbox"/> YES _____ <input type="checkbox"/> NO *AMOUNT (\$/%) _____
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	<table style="width:100%;"> <tr> <td style="width:33%;">                     *LISTING TYPE                      Maximum 1 choice  <input type="checkbox"/> EXCLUSIVE RIGHT TO SELL  <input type="checkbox"/> EXCLUSIVE AGENCY                 </td> <td style="width:33%;">                     *LEVEL OF SERVICE                      Maximum 1 choice  <input type="checkbox"/> FULL SERVICE  <input type="checkbox"/> LIMITED SERVICE  <input type="checkbox"/> MLS ENTRY ONLY                 </td> <td style="width:33%;">                     *SERVICES OFFERED                      If Limited Service, check at least one  <input type="checkbox"/> ARRANGE APPOINTMENTS  <input type="checkbox"/> ACCEPT/PRESENT OFFERS  <input type="checkbox"/> ADVISE ON OFFERS  <input type="checkbox"/> ASSIST W/COUNTEROFFERS  <input type="checkbox"/> NEGOTIATE FOR SELLER                 </td> </tr> </table>	*LISTING TYPE Maximum 1 choice <input type="checkbox"/> EXCLUSIVE RIGHT TO SELL <input type="checkbox"/> EXCLUSIVE AGENCY	*LEVEL OF SERVICE Maximum 1 choice <input type="checkbox"/> FULL SERVICE <input type="checkbox"/> LIMITED SERVICE <input type="checkbox"/> MLS ENTRY ONLY	*SERVICES OFFERED If Limited Service, check at least one <input type="checkbox"/> ARRANGE APPOINTMENTS <input type="checkbox"/> ACCEPT/PRESENT OFFERS <input type="checkbox"/> ADVISE ON OFFERS <input type="checkbox"/> ASSIST W/COUNTEROFFERS <input type="checkbox"/> NEGOTIATE FOR SELLER
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**PUBLIC REMARKS:**

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**AGENT ONLY REMARKS:**

"THE PROFILE SHEET IS AN INTEGRAL PART OF A LEGAL CONTRACT. BY SIGNING BELOW, I CERTIFY THAT A CONTRACT HAS BEEN EXECUTED ON THE SUBJECT PROPERTY AUTHORIZING DISSEMINATION TO AUTHORIZED MLS PARTICIPANTS."

<input type="checkbox"/> SIGNATURES ON FILE	
LISTING OFFICE NAME	X _____ / / OWNER'S SIGNATURE      DATE
X _____ / / AGENT'S SIGNATURE      DATE	X _____ / / OWNER'S SIGNATURE      DATE

