

# Res Rental Input Form: Columbus and Central Ohio Regional MLS

- CHECK ONLY ONE:  
☐ ENTER AS A NEW LISTING: Complete the Residential Work Sheet, Listing Contract and Remarks. Please send all completed documents to [mlscorrections@columbusrealtors.com](mailto:mlscorrections@columbusrealtors.com)  
**\*\*FOR NEW LISTINGS\*\*** ENTER STATUS AS: ☐ Active or ☐ Coming Soon\* (\*Coming Soon MUST be selected if showings delayed until "Active on MLS" date field below)  
☐ MAKE LISTING DATA CORRECTIONS FOR MLS # \_\_\_\_\_: Enter Street address then complete only those data fields to be changed.

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## General Information

<b><u>Listing Member</u></b>	Co-listing Member
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## Address Information

<b><u>Street #</u></b>	Street PreDirection* E   N   NE   NW   S   SE   SW   W	<b><u>Street Name</u></b>	Street Suffix*	Street PostDirection* E   N   NE   NW   S   SE   SW   W	Unit/Suite #	<b><u>County*</u></b>
<b><u>City (Mailing Addr)*</u></b>	<b><u>State*</u></b> OH	<b><u>Zip Code*</u></b>				

## Location & Property Info

<b><u>Monthly Rent</u></b>	<b><u>Property Sub Type*</u></b> Apartment   Condominium   Multi Family   Other Residential without Deeded Land   Single Family Residence	<b><u>School District*</u></b>	<b><u>New Construction*</u></b> No   Yes
Approx Complete Date	<b><u>Corp LimitPerAuditor*</u></b>	<b><u>Township*</u></b>	
Subdiv/Cmplx/Comm			

## Office/Contract Info

Addl Contact Info	<b><u>Showing Phone #</u></b>	Possession	<b><u>MLS Entry Date</u></b>
Active on MLS	<b><u>Expire Date</u></b>	<b><u>Sold Non-MLS*</u></b> No   Yes	<b><u>Listing Agreement Type*</u></b> Exclusive Agency   Exclusive Right to Lease   None
Listing Service* Limited Services   MLS Entry Only	<b><u>Dir Neg w/Sell Perm*</u></b> No   Yes	Contact Phone	
Contact Name			

## General Property Info

<b><u>Manufactured Housing Y/N*</u></b> No   Yes	Manufactured Housing* Add Ons   Double Wide   Single Wide	<b><u>Built Prior to 1978*</u></b> No   Yes	<b><u>Garage/Enclosed Spaces</u></b>
Carport Spaces	Off Street Parking Spaces	<b><u>Year Built</u></b>	SqFt Documented
Documented SqFt Source*	<b><u>SqFt ATFLS</u></b>	<b><u>ATFLS Source</u></b>	<b><u>Furnished*</u></b> No   Yes
<b><u>Security Deposit*</u></b> No   Yes	<b><u>Security Deposit Amt</u></b>	<b><u>Pets*</u></b> No   Yes - Negotiable	<b><u>Smoking Permitted*</u></b> No   Yes
Application Fee Req'd* No   Yes	Amount	<b><u>Lot Size (Front)</u></b>	<b><u>Lot Size (Side)</u></b>
<b><u>Acreage</u></b>			

## Tax Info

<b><u>Tax District</u></b>	<b><u>Parcel #</u></b>	Mult Parcels/Sch Dis* No   Yes	Assessment
Addl Parcel Numbers			

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Remarks & Misc
Property Description
Agt to Agt Remarks
Directions

Seller Opt Out: ☐ Seller Directs Listing to be Excluded from Internet ☐ Seller Directs Address to be Excluded from Internet  
☐ Seller Directs Listing to Not Be Used in AVMs on Internet ☐ Seller Directs Listing to Not Allow Comments on Internet  
Publish this listing to: ☐ Zillow ☐ Realtor.COM

<b>Property Condition</b> <input type="checkbox"/> To Be Built	<b>Bedroom Level</b> <input type="checkbox"/> <u>UP:</u> <input type="checkbox"/> <u>Entry Level:</u> <input type="checkbox"/> <u>LL:</u>	<b>Foundation: 1 to 2 req'd</b> <input type="checkbox"/> Block <input type="checkbox"/> Stone <input type="checkbox"/> Poured <input type="checkbox"/> Other <input type="checkbox"/> Slab
<b>Content Copyright: 1 req'd</b> <input type="checkbox"/> <u>Copyright of Content:</u>	<b>Full Baths Level</b> <input type="checkbox"/> <u>UP:</u> <input type="checkbox"/> <u>Entry Level:</u> <input type="checkbox"/> <u>LL:</u>	<b>Rooms</b> <input type="checkbox"/> 1st Flr Primary Suite <input type="checkbox"/> Dining Room <input type="checkbox"/> 1st Flr Laundry <input type="checkbox"/> Eat Space/Kit <input type="checkbox"/> 2nd Flr Laundry <input type="checkbox"/> Family Rm/Non Bsmt <input type="checkbox"/> LL Laundry <input type="checkbox"/> Great Room <input type="checkbox"/> 3-Season Room <input type="checkbox"/> Living Room <input type="checkbox"/> 4-Season Room - Heated <input type="checkbox"/> Loft <input type="checkbox"/> Bonus Room <input type="checkbox"/> Mother-In-Law Suite <input type="checkbox"/> Den/Home Office - Non Bsmt <input type="checkbox"/> Rec Rm/Bsmt
<b>Levels: 1 req'd</b> <input type="checkbox"/> Bi-Level <input type="checkbox"/> Three <input type="checkbox"/> Five or More <input type="checkbox"/> Three Or More <input type="checkbox"/> Multi/Split <input type="checkbox"/> Tri-Level <input type="checkbox"/> One <input type="checkbox"/> Two <input type="checkbox"/> One and One Half <input type="checkbox"/> Two and One Half <input type="checkbox"/> Quad-Level	<b>Half Baths Level</b> <input type="checkbox"/> <u>UP:</u> <input type="checkbox"/> <u>Entry Level:</u> <input type="checkbox"/> <u>LL:</u>	<b>Fireplace</b> <input type="checkbox"/> One <input type="checkbox"/> Direct Vent <input type="checkbox"/> Two <input type="checkbox"/> Gas Log <input type="checkbox"/> Three <input type="checkbox"/> Wood Burning <input type="checkbox"/> Four or More <input type="checkbox"/> Wood Burning Stove <input type="checkbox"/> Decorative <input type="checkbox"/> Total Fireplaces:
<b>Architectural Style</b> <input type="checkbox"/> Cape Cod <input type="checkbox"/> Modern <input type="checkbox"/> Contemporary <input type="checkbox"/> Modern <input type="checkbox"/> Craftsman <input type="checkbox"/> Ranch <input type="checkbox"/> Farmhouse <input type="checkbox"/> Split Level <input type="checkbox"/> Mid-Century <input type="checkbox"/> Traditional	<b>Parking Features: 1 to 23 req'd</b> <input type="checkbox"/> 1 Car Garage <input type="checkbox"/> 1 Carport <input type="checkbox"/> 2 Car Garage <input type="checkbox"/> 2 Carport <input type="checkbox"/> 3 Car Garage <input type="checkbox"/> 3 Carport + <input type="checkbox"/> 4 Car Garage <input type="checkbox"/> 1 Off Street <input type="checkbox"/> 5 Car Garage + <input type="checkbox"/> 2 Off Street <input type="checkbox"/> Attached Garage <input type="checkbox"/> On Street <input type="checkbox"/> Detached Garage <input type="checkbox"/> Assigned <input type="checkbox"/> Heated Garage <input type="checkbox"/> Lift <input type="checkbox"/> Garage Door Opener <input type="checkbox"/> Common <input type="checkbox"/> Shared Driveway <input type="checkbox"/> Farm Bldg <input type="checkbox"/> Side Load <input type="checkbox"/> Permit Required <input type="checkbox"/> Tandem <input type="checkbox"/> No Garage	<b>Heating</b> <input type="checkbox"/> Baseboard <input type="checkbox"/> No Heat <input type="checkbox"/> Boiler <input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Propane <input type="checkbox"/> Forced Air <input type="checkbox"/> Radiant <input type="checkbox"/> Gas <input type="checkbox"/> Solar <input type="checkbox"/> Geothermal <input type="checkbox"/> Steam Heat <input type="checkbox"/> Gravity <input type="checkbox"/> Wall Furnace <input type="checkbox"/> Heat Pump <input type="checkbox"/> Woodburning Furnace <input type="checkbox"/> Hot Water
<b>Structure Type</b> <input type="checkbox"/> Duplex <input type="checkbox"/> Townhouse	<b>Basement</b> <input type="checkbox"/> <u>Basement Y/N:</u> <b>Basement Description</b> <input type="checkbox"/> Cellar <input type="checkbox"/> Partial <input type="checkbox"/> Crawl Space <input type="checkbox"/> Shared <input type="checkbox"/> Egress Windows <input type="checkbox"/> Walk-Out Access <input type="checkbox"/> Full <input type="checkbox"/> Walk-Up Access	
<b>Common Walls</b> <input type="checkbox"/> 1 Common Wall <input type="checkbox"/> No Common Walls <input type="checkbox"/> 2+ Common Walls <input type="checkbox"/> No One Above <input type="checkbox"/> End Unit <input type="checkbox"/> No One Below		
<b>Showing Considerations: 1 to 13 req'd</b> <input type="checkbox"/> Day Sleeper <input type="checkbox"/> No Exterior Lighting <input type="checkbox"/> Electricity Not On <input type="checkbox"/> No Interior Lighting <input type="checkbox"/> Inconsistent Cell Service <input type="checkbox"/> Occupied <input type="checkbox"/> Limited Visibility from Road <input type="checkbox"/> Pet(s) on Premises <input type="checkbox"/> Minimal Exterior Lighting <input type="checkbox"/> Remote Location <input type="checkbox"/> Minimal Interior Lighting <input type="checkbox"/> Security System <input type="checkbox"/> <input type="checkbox"/> See Remarks <input type="checkbox"/> <input type="checkbox"/> None Known		

**Required Field** Field with a list\*

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<b>Air Conditioning</b> <input type="checkbox"/> Central Air <input type="checkbox"/> Wall Unit(s) <input type="checkbox"/> Window Unit(s)	<b>Complex/Sub Amenities</b> <input type="checkbox"/> Basketball Court <input type="checkbox"/> Bike/Walk Path <input type="checkbox"/> Clubhouse <input type="checkbox"/> Cluster/ PatioHomFeat <input type="checkbox"/> Fitness Facility <input type="checkbox"/> Golf Club <input type="checkbox"/> Indoor Sport	<b>Rental Term</b> <input type="checkbox"/> Month to Month <input type="checkbox"/> Lease Option <input type="checkbox"/> 1 Year <input type="checkbox"/> More Than 1 Year <input type="checkbox"/> Less Than 1 Year <b>Available Date:</b> _____
<b>Windows</b> <input type="checkbox"/> Insulated All <input type="checkbox"/> Insulated Part <input type="checkbox"/> Storm All <input type="checkbox"/> Storm Part	<input type="checkbox"/> Facility <input type="checkbox"/> Outdoor Sports Area <input type="checkbox"/> Park <input type="checkbox"/> Pool <input type="checkbox"/> Sidewalk <input type="checkbox"/> Tennis Court(s) <input type="checkbox"/> Gated	<b>Pet Type</b> <input type="checkbox"/> Dog <input type="checkbox"/> Cat <input type="checkbox"/> Other
<b>Interior Flooring</b> <input type="checkbox"/> Carpet <input type="checkbox"/> Ceramic/Porcelain <input type="checkbox"/> Laminate <input type="checkbox"/> Renewable Green <input type="checkbox"/> Stone <input type="checkbox"/> Vinyl <input type="checkbox"/> Wood <input type="checkbox"/> Other	<b>Pool Features</b> <input type="checkbox"/> Above Ground <input type="checkbox"/> In Ground	<b>Pet Info</b> <input type="checkbox"/> Weight Limit: _____ <input type="checkbox"/> Pet(s) Deposit Req'd: _____ <input type="checkbox"/> Amount: _____
<b>Sewer: 1 req'd</b> <input type="checkbox"/> Public Sewer <input type="checkbox"/> Private Sewer	<b>Patio and Porch Features</b> <input type="checkbox"/> Deck <input type="checkbox"/> Patio <input type="checkbox"/> Screened Porch	<b>Tenant Pays</b> <input type="checkbox"/> Cable/Satellite <input type="checkbox"/> Electricity <input type="checkbox"/> Gas <input type="checkbox"/> Lawn Care <input type="checkbox"/> Sewer <input type="checkbox"/> Snow Removal <input type="checkbox"/> Trash Collection <input type="checkbox"/> Water <input type="checkbox"/> Other
<b>Water Source</b> <input type="checkbox"/> Cistern <input type="checkbox"/> Private <input type="checkbox"/> Public <input type="checkbox"/> Shared Well <input type="checkbox"/> Spring <input type="checkbox"/> Well <input type="checkbox"/> None <input type="checkbox"/> Other <input type="checkbox"/> See Remarks	<b>Other Structures</b> <input type="checkbox"/> Outbuilding <input type="checkbox"/> Shed(s)	<b>MLS Primary PhotoSrc: 1 req'd</b> <input type="checkbox"/> Print Without Photo <input type="checkbox"/> Realtor Provided Photo
<b>Exterior Amenities</b> <input type="checkbox"/> Balcony <input type="checkbox"/> Dock <input type="checkbox"/> Hot Tub <input type="checkbox"/> Irrigation System <input type="checkbox"/> Rain Barrel/ Cistern(s) <input type="checkbox"/> Waste Tr/Sys	<b>Fencing</b> <input type="checkbox"/> Fenced <input type="checkbox"/> Invisible	<b>Printing Services</b> <input type="checkbox"/> Other Print Project - Call
<b>Interior Amenities</b> <input type="checkbox"/> Central Vacuum <input type="checkbox"/> Dishwasher <input type="checkbox"/> Electric Dryer <input type="checkbox"/> Electric Range <input type="checkbox"/> Electric Water Heater <input type="checkbox"/> Elevator <input type="checkbox"/> Garden/Soak Tub <input type="checkbox"/> Gas Dryer Hookup <input type="checkbox"/> Gas Range <input type="checkbox"/> Gas Water Heater <input type="checkbox"/> Hot Tub <input type="checkbox"/> Humidifier <input type="checkbox"/> Microwave <input type="checkbox"/> On-Demand Water Heater <input type="checkbox"/> Pool <input type="checkbox"/> Refrigerator <input type="checkbox"/> Security System <input type="checkbox"/> Trash Compactor <input type="checkbox"/> Water Filtration System <input type="checkbox"/> Whirlpool/Tub <input type="checkbox"/> Whole House Fan	<b>Lot Characteristics</b> <input type="checkbox"/> Cul-De-Sac <input type="checkbox"/> Fenced Pasture <input type="checkbox"/> Golf CRS Lot <input type="checkbox"/> Lake Front <input type="checkbox"/> Pond on Lot <input type="checkbox"/> Ravine Lot <input type="checkbox"/> Riverfront <input type="checkbox"/> Sloped <input type="checkbox"/> Split Option Avail <input type="checkbox"/> Stream On Lot <input type="checkbox"/> Water View <input type="checkbox"/> Waterfront <input type="checkbox"/> Wooded	
	<b>Laundry Facility</b> <input type="checkbox"/> Shared Facility <input type="checkbox"/> Washer/Dryer Hookup <input type="checkbox"/> Washer/ DryerIncluded	
	<b>Manufactured Housing</b> <input type="checkbox"/> HUD/VIN: _____ <input type="checkbox"/> Length: _____ <input type="checkbox"/> Width: _____ <input type="checkbox"/> Make Year: _____ <input type="checkbox"/> Make: _____ <input type="checkbox"/> Model: _____	
<b>Room Information</b> Room Name† †Room Name: _____		

OTHER CHANGES:

- ☐ EXTENSION THROUGH (MM/DD/YEAR) \_\_\_\_ / \_\_\_\_ / \_\_\_\_
- ☐ BACK ON MARKET (Broker/Authorized Signature Required) Status  
(Active)
- ☐ WITHDRAWN TEMPORARILY FROM MLS - does not negate the provisions  
of the Exclusive Listing Contract executed on \_\_\_\_ 20 \_\_\_\_
- ☐ CANCELLED AND RESCINDED FROM MLS - by separate agreement of the parties  
(Broker/Authorized Signature Required)

THE ABOVE DATA IS SUBJECT TO ERRORS, OMISSIONS, OR REVISIONS AND IS NOT WARRANTED!

\_\_\_\_\_  
Seller

\_\_\_\_\_  
Date

\_\_\_\_\_  
Time

\_\_\_\_\_  
Seller

\_\_\_\_\_  
Date

\_\_\_\_\_  
Time

\_\_\_\_\_  
Listing Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Time

\_\_\_\_\_  
Listing Broker

\_\_\_\_\_  
Date

\_\_\_\_\_  
Time