

Residential 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 mls corrections@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.

Page 1 of 5

General Information

<u>Listing Member</u>	Co-listing Member
------------------------------	-------------------

Address Information

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

Location & Property Info

<u>Property Sub Type*</u> Condominium Leasehold Other Residential without Deeded Land Single Family Residence	<u>List Price</u>	Mid/High Rise* No Yes	Located on Floor
<u>School District*</u>	<u>New Construction*</u> No Yes	Approx Complete Date	<u>Corp LimitPerAuditor*</u>
<u>Township*</u>			
Subdiv/Cmplx/Comm			

Office/Contract Info

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

General Property Info

<u>Built Prior to 1978*</u> No Yes	<u>Garage/EnclosdSpaces</u>	Carport Spaces	Off Street Parking Spaces
<u>Year Built</u>	SqFt Documented	Documented SqFt Source*	<u>SqFt ATFLS</u>
<u>ATFLS Source</u>	<u>Lot Size (Front)</u>	<u>Lot Size (Side)</u>	<u>Acreage</u>
<u>Manufactured Housing Y/N*</u>	Manufactured Housing* Add Ons Double Wide Single Wide	<u>HOA/COA Y/N*</u> No Yes	Assoc/Condo Fee
Association Fee Frequency*	<u>Comm Dev Chrg*</u> No Yes	Vol# / Pg#	Instr #

Tax Info

<u>Tax District</u>	<u>Parcel #</u>	Mult Parcels/Sch Dis* No Yes	Assessment
Tax Year	<u>Tax Abatement*</u> No Yes	Abatement End Date	Taxes (Yrly)

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Addl Parcel Numbers

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

Content Copyright: 1 req'd

☐ **Copyright of Content:**

Property Condition

☐ To Be Built

Levels: 1 req'd

☐ Bi-Level ☐ Three
☐ Five or More ☐ Three Or More
☐ Multi/Split ☐ Tri-Level
☐ One ☐ Two
☐ One and One Half ☐ Two and One Half
☐ Quad-Level

Architectural Style

☐ Cape Cod ☐ Modern
☐ Contemporary ☐ Modern
☐ Craftsman ☐ Ranch
☐ Farmhouse ☐ Split Level
☐ Mid-Century ☐ Traditional

Structure Type

☐ Duplex ☐ Townhouse

Common Walls: 1 to 5 req'd

☐ 1 Common Wall ☐ No Common Walls
☐ 2+ Common Walls ☐ No One Above
☐ End Unit ☐ No One Below

Showing Considerations: 1 to 13 req'd

☐ Day Sleeper ☐ No Exterior Lighting
☐ Electricity Not On ☐ No Interior Lighting
☐ Inconsistent Cell Service ☐ Occupied
☐ Limited Visibility from Road ☐ Pet(s) on Premises
☐ Minimal Exterior Lighting ☐ Remote Location
☐ Minimal Interior Lighting ☐ Security System
☐ See Remarks
☐ None Known

Addl Acceptance Cond: 1 to 12 req'd

☐ 55+ Community ☐ Income Restricted
☐ Auction Absolute ☐ Online Bidding
☐ Auction Minimum Bid ☐ Real Estate Owned
☐ Auction Reserve ☐ Relo/Corp
☐ BkOwn/REO-DeedNotRec ☐ Short Sale
☐ BnkOwnd/REO-Deed Rec ☐ Trust
☐ Court Approval ☐ VA
☐ HUD ☐ None Known

Bedroom Level

☐ **Beds UP2:**
☐ **Beds UP1:**
☐ **Beds Entry Level:**
☐ **Beds Down1:**
☐ **Beds Down2:**

Full Baths Level

☐ **Full Baths UP2:**

☐ **Full Baths UP1:**

☐ **Full B Entry Level:**

☐ **Full Baths Down1:**

☐ **Full Baths Down2:**

Half Baths Level

☐ **Half Baths UP2:**

☐ **Half Baths UP1:**

☐ **Half B Entry Level:**

☐ **Half Bath Down1:**

☐ **Half Bath Down2:**

Living Room Level

☐ Living R UP2:
☐ Living R UP1:
☐ Living R Entry Level:
☐ Living R Down1:
☐ Living R Down2:

Dining Room Level

☐ Dining UP2:
☐ Dining UP1:
☐ Dining Entry Level:
☐ Dining Down1:
☐ Dining Down2:

Eating Space Level

☐ Eating Space UP2:
☐ Eating Space UP1:
☐ Eating S Entry Level:
☐ Eating Space Down1:
☐ Eating Space Down2:

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Family Room Level	Parking Features: 1 to 12 req'd	Heating
<input type="checkbox"/> Family Room UP2:	<input type="checkbox"/> Attached Garage	<input type="checkbox"/> Baseboard
<input type="checkbox"/> Family Room UP1:	<input type="checkbox"/> Detached Garage	<input type="checkbox"/> Boiler
<input type="checkbox"/> Family R Entry Level:	<input type="checkbox"/> Heated Garage	<input type="checkbox"/> Electric
<input type="checkbox"/> Family Room Down1:	<input type="checkbox"/> Garage Door Opener	<input type="checkbox"/> Forced Air
<input type="checkbox"/> Family Room Down2:	<input type="checkbox"/> Shared Driveway	<input type="checkbox"/> Gas
	<input type="checkbox"/> Side Load	<input type="checkbox"/> Geothermal
	<input type="checkbox"/> No Garage	<input type="checkbox"/> Gravity
Great Room Level	Basement	<input type="checkbox"/> Heat Pump
<input type="checkbox"/> Great Room UP2:	<input type="checkbox"/> Basement Y/N:	<input type="checkbox"/> Hot Water
<input type="checkbox"/> Great Room UP1:	Basement Description	Air Conditioning
<input type="checkbox"/> Great R Entry Level:	<input type="checkbox"/> Cellar	<input type="checkbox"/> Central Air
<input type="checkbox"/> Great Room Down1:	<input type="checkbox"/> Crawl Space	<input type="checkbox"/> Window Unit(s)
<input type="checkbox"/> Great Room Down2:	<input type="checkbox"/> Egress Window(s)	<input type="checkbox"/> Wall Unit(s)
	<input type="checkbox"/> Full	Windows
Rec Room Level	Foundation: 1 to 2 req'd	<input type="checkbox"/> Insulated All
<input type="checkbox"/> Rec Room UP2:	<input type="checkbox"/> Block	<input type="checkbox"/> Insulated Part
<input type="checkbox"/> Rec Room UP1:	<input type="checkbox"/> Poured	<input type="checkbox"/> Storm All
<input type="checkbox"/> Rec Room Entry Level:	<input type="checkbox"/> Slab	<input type="checkbox"/> Storm Part
<input type="checkbox"/> Rec Room Down1:	<input type="checkbox"/> Stone	Interior Flooring
<input type="checkbox"/> Rec Room Down2:	<input type="checkbox"/> Other	<input type="checkbox"/> Carpet
	Exterior	<input type="checkbox"/> Ceramic/Porcelain
<input type="checkbox"/> Utility UP2:	<input type="checkbox"/> Aluminum Siding	<input type="checkbox"/> Laminate
<input type="checkbox"/> Utility UP1:	<input type="checkbox"/> Asbestos	<input type="checkbox"/> Renewable Green
<input type="checkbox"/> Utility Entry Level:	<input type="checkbox"/> Block	<input type="checkbox"/> Other
<input type="checkbox"/> Utility Down1:	<input type="checkbox"/> Brick	Sewer: 1 req'd
<input type="checkbox"/> Utility Down2:	<input type="checkbox"/> Cement Fiber Board	<input type="checkbox"/> Public Sewer
	<input type="checkbox"/> Log	<input type="checkbox"/> Private Sewer
Den/Home Office Level	<input type="checkbox"/> Masonry	Exterior Amenities
<input type="checkbox"/> Den/Home Office UP2:	Rooms	<input type="checkbox"/> Balcony
<input type="checkbox"/> Den/Home Office UP1:	<input type="checkbox"/> 1st Flr Primary Suite	<input type="checkbox"/> Dock
<input type="checkbox"/> Den/Home Office Entry Level:	<input type="checkbox"/> 1st Flr Laundry	<input type="checkbox"/> Hot Tub
<input type="checkbox"/> Den/Home Office Down1:	<input type="checkbox"/> 2nd Flr Laundry	<input type="checkbox"/> Irrigation System
<input type="checkbox"/> Den/Home Office Down2:	<input type="checkbox"/> LL Laundry	Accessory Dwelling Unit
	<input type="checkbox"/> 3-Season Room	<input type="checkbox"/> Existing Accessory Dwelling Unit:
	<input type="checkbox"/> 4-Season Room - Heated	Water Source: 1 req'd
	<input type="checkbox"/> Bonus Room	<input type="checkbox"/> Well
	<input type="checkbox"/> Den/Home Office - Non Bsmt	<input type="checkbox"/> Public
	<input type="checkbox"/> Rec Rm/Bsmt	Interior Amenities
HOA/COA Fee Includes	Fireplace	<input type="checkbox"/> Central Vacuum
<input type="checkbox"/> Cable/Satellite	<input type="checkbox"/> One	<input type="checkbox"/> Dishwasher
<input type="checkbox"/> Common Area Only	<input type="checkbox"/> Two	<input type="checkbox"/> Electric Dryer Hookup
<input type="checkbox"/> Electricity	<input type="checkbox"/> Three	<input type="checkbox"/> Electric Range
<input type="checkbox"/> Ext. Building Maint.	<input type="checkbox"/> Four or More	<input type="checkbox"/> Electric Water Heater
<input type="checkbox"/> Gas	<input type="checkbox"/> Decorative	<input type="checkbox"/> Elevator
<input type="checkbox"/> Insurance	<input type="checkbox"/> Total Fireplaces:	<input type="checkbox"/> Garden/Soak Tub
<input type="checkbox"/> Irrigation		<input type="checkbox"/> Gas Dryer Hookup
		<input type="checkbox"/> Gas Range
HOA/COA Info		<input type="checkbox"/> Gas Water Heater
<input type="checkbox"/> HOA/COA Contact Name:		<input type="checkbox"/> Hot Tub
<input type="checkbox"/> HOA/COA Contact #:		
<input type="checkbox"/> HOA/COA Transfer Fee:		
<input type="checkbox"/> Reserve Contribution:		

Required Field Field with a list*

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Complex/Sub Amenities

- | | |
|--|--|
| <input type="checkbox"/> Basketball Court | <input type="checkbox"/> Indoor Sport Facility |
| <input type="checkbox"/> Bike/Walk Path | <input type="checkbox"/> Outdoor Sports Area |
| <input type="checkbox"/> Clubhouse | <input type="checkbox"/> Park |
| <input type="checkbox"/> Cluster/Patio/HomFeat | <input type="checkbox"/> Pool |
| <input type="checkbox"/> Fitness Facility | <input type="checkbox"/> Sidewalk |
| <input type="checkbox"/> Gated | <input type="checkbox"/> Tennis Court(s) |
| <input type="checkbox"/> Golf Club | |

Accessible Features: 1 req'd

- ☐ Accessible Features:

Pool Features

- ☐ Above Ground ☐ In Ground

Patio and Porch Features

- ☐ Deck ☐ Screened Porch
☐ Patio

Other Structures

- ☐ Outbuilding ☐ Shed(s)

Fencing

- ☐ Fenced ☐ Invisible

Manufactured Housing

- ☐ HUD/VIN:

- ☐ Length:

- ☐ Width:

- ☐ Make Year:

- ☐ Make:

- ☐ Model:

New Financing

- | | |
|---|--|
| <input type="checkbox"/> Assumable | <input type="checkbox"/> Owner Financing |
| <input type="checkbox"/> Conventional | <input type="checkbox"/> USDA Loan |
| <input type="checkbox"/> FHA | <input type="checkbox"/> VA |
| <input type="checkbox"/> Land Contract | <input type="checkbox"/> Other |
| <input type="checkbox"/> Lease Purchase | |

Auction Info

- ☐ **Auction/Online Bidding Y/N:**

- ☐ Auction Date:

- ☐ Deposit Required:

- ☐ Conditions:

Lot Characteristics

- | | |
|---|---|
| <input type="checkbox"/> Cul-De-Sac | <input type="checkbox"/> Sloped |
| <input type="checkbox"/> Fenced Pasture | <input type="checkbox"/> Split Option Avail |
| <input type="checkbox"/> Golf CRS Lot | <input type="checkbox"/> Stream On Lot |
| <input type="checkbox"/> Lake Front | <input type="checkbox"/> Water View |
| <input type="checkbox"/> Pond on Lot | <input type="checkbox"/> Waterfront |
| <input type="checkbox"/> Ravine Lot | <input type="checkbox"/> Wooded |
| <input type="checkbox"/> Riverfront | |

Leased Items Y/N

- ☐ Leased Items:

Warranty

- | | |
|-----------------------------------|--------------------------------|
| <input type="checkbox"/> Building | <input type="checkbox"/> Home |
| <input type="checkbox"/> Gas Line | <input type="checkbox"/> Other |

Alternate Uses

- | | |
|--|--|
| <input type="checkbox"/> Bed & Breakfast | <input type="checkbox"/> Land |
| <input type="checkbox"/> Business Op | <input type="checkbox"/> Multi-Family |
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Office |
| <input type="checkbox"/> Farm | <input type="checkbox"/> Rooming House |
| <input type="checkbox"/> Industrial | <input type="checkbox"/> Other |

Tax

- ☐ Homestead

MLS Primary PhotoSrc: 1 req'd

- ☐ Print Without Photo ☐ Realtor Provided Photo

Printing Services

- | | |
|---|--|
| <input type="checkbox"/> 100 Blk/Wht Fliers - Multiple Photos - 10.87 | <input type="checkbox"/> Just Listed Postcard - Call |
| <input type="checkbox"/> 25 Color Fliers - Multiple Photos - 10.87 | <input type="checkbox"/> No Printing Services |
| | <input type="checkbox"/> Other Print Project - Call |

Green Features: 1 req'd

- ☐ **Green Features Y/N - Form Required:**

Room Information

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