

Revision Date:

07/31/2015

STU

# Tomlinson

# Sotheby's

INTERNATIONAL REALTY

## Commercial Marketing Input Cover Sheet

This is a:

- New listing  
  Re-list with changes  
  Re-list without changes

If a relist without changes please provide old MLS #'s - Flex MLS #  Selirk MLS #

Anytime Info #   Please Assign  No ATI Thanks      Lockbox # (Sandpoint)

Sign-up Form already faxed in? (CDA)       Lead Source (Skyslope)

### Notes for the staff to input your listing:

Note: Commercial listings do NOT receive Realtor.com or List Hub Syndication

Thank you for providing special notes or information that helps us understand & input your listing in a timely manner. TSIR

Associated Docs visibility for the MLS:

PCR	<input type="text"/>	<input type="text"/>	<input type="text"/>
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# Coeur d'Alene MLS (Flex)

## General Listing Information

Listing Member  Co-Listing Agent  Tax ID:

## Parent/Child Options

This is a **Regular** listing or a **Parent** Listing.  This is a **Child** listing. MLS # of Parent Listing.

## Address

House #  Direction  Street Name  Street Suffix  Direction Sfx   
Unit #  City  State  Zip  County

## Contract Information

Status  Listing Type  Area   
Neighborhood Grid #  Begin Date  End Date  List Price   
Non-Agent Fee  \$ or %  Buyer Agent Fee  \$ or %   
VRC  Type of Contract  Short Sale  REO

## General Property Description

Style  Basement  Cnct Wall/0 Lot line  Year Built   
New Construction  Est. Completion Date  Total #Bldgs  Total SqFt   
SqFt B  SqFt 1  SqFt 2  SqFt 3  Bldg #2 SqFt  Bldg #3 SqFt   
SqFt Source  Lot Size  Lot Acres  Lot Type 1   
Business Type

## Legal and Taxes

Legal   
AIN #  Parcel #  School District   
Zoning   
Directions   
Taxes  Tax Year  Taxes Reflect 1  Taxes Reflect 2   
Subdivision

## Remarks

Public Remarks   
Private Remarks

## Property Subject to

- CC&Rs **R**   Association **R**   Association Fee   Payable
- Set-up/Transfer Fee?  Docs on File  Liens **R**   Lien is for
- Balance   LID **R**   LID is for

## Personal Property Included

- PP Included   PP Included 2   PP Included 3

## Personal Property Excluded

- PP Excluded   PP Excluded 2   PP Excluded 3

## Business Info:

- [Inv List Avl] **R**   Estimated Gross Scheduled Income
- [Inv Incl] **R**   [Building Leased] **R**
- Estimated Value   Renewable
- [Equip Incl] **R**   Lease Expires
- Estimated Net Value   Years in Business
- [Conf/Emp?] **R**

## **R** Views: Select between 1 & 4 items.

- Territorial  Lake  Mountain  River  City  None

## **R** Lot Features: Select between 1 & 8 items.

- Corner Lot  Irregular  Level  Open  Sloping  Southern Exposure  Steep  Wooded  Airfield Community
- Airport Name

## Exterior Amenities

- Fence  Curbs  Sidewalks  Fence  Lawn  Lawn Sprinkler Sys  Paved Parking  Landscaping
- Exterior Lighting  See Remarks

## Additional Buildings

- Barn  Shop  Storage  Greenhouse  Add'l Garage  Add'l Carport  Boathouse  Hangar

## Owner Qtrs

- Owner Qtrs  SqFt
- #Baths   SqFtSource
- #Bdrms   YrBuilt

## Interior Amenities

- Cable TV  Burglar Alarm  Central Vac  Hardwood Floors  Intercom System  Tile/Stone Flooring  Extra Storage  Skylights
- Moveable Walls  Wall Air Cond.  Central Air  Backup Generator  Handicap Access  Handicap Restroom  Phone Prewired
- 3 Phase Power  Security System  Elevator  Fire Sprinklers  See Remarks

## Architectural Style: Please select up to 1 item.

- Bungalow  Cape Cod  Chalet  Colonial  Contemporary  Federal  Tudor  Victorian

**R Fuel Type: Select between 1 and 8 items.**

Electric  Gas  Propane  Solar  Oil  Coal  Wood  Pellet  None

**R Heat Type: Select between 1 and 8 items.**

Forced Air  Baseboard  Hot Water  Radiant  Wall  Stove  Heat Pump  Fireplace  None

**Bsmt**

Full Size  Part Size  Walk-out

**R Basement: Select between 1 and 3 items.**

Finished  Unfinished  Part Finished  Apx % Finished   Daylight  Cellar  None

**R Foundation: Select between 1 and 8 items. No Bldg (may be used for gravel pit/rock pit or mob home pk- operating business, no permanent structures)**

Brick/Block  Concrete  Pier Block  Rock  Slab  Treated Wood  Wood  No Bldg

**R Construction: Select between 1 and 7 items. No Bldg (may be used for gravel pit/rock pit or mob home pk- operating business, no permanent structures)**

Brick/Block  Frame  Log Home  Manufactured  Mobile Home  Post & Beam  No Bldg  Poured Concrete  Steel Frame

**R Exterior: Select between 1 and 14 items. No Bldg (may be used for gravel pit/rock pit or mob home pk- operating business, no permanent structures)**

Aluminum  Asbestos  Brick  Cement Block  Concrete  Hardboard  Lap Siding  Log  Shingle  Steel  
 Stone  Stucco  T1-11  Vinyl  Wood  No Bldg

**R Roof: Select between 1 and 8 items. No Bldg (may be used for gravel pit/rock pit or mob home pk- operating business, no permanent structures)**

Comp Shingle  Membrane  Metal  Rolled Comp  Shake  Tar  Tile  Wood Shingle  No Bldg

**R Road: Select between 1 and 6 items.**

Paved  Gravel  Dirt  Private Maintained  Public Maintained  None, See Remarks

**R Water: Select between 1 and 10 items.**

City  Community System  Community Well  Creek  Lake  Private System  Private Well  Spring  Transfer Fee  
 None

**R Sewer: Select between 1 and 8 items.**

Cesspool  City Sewer  Community System  HU/CAP Fee Due  Septic System  Lift Station  None

**R Flood Zone: Select 1 item.**

Yes  No  Unknown

**R Flood Zone: Select 1 item.**

Yes  No  Unknown

**R Fire Protection Dist.: Select between 1 and 2 items.**

Yes  No  Unknown

**R Terms Considered: Select between 1 and 11 items.**

Cash Out  Assume  Auction  Seller Financing  Conventional  Trade  Lease Option  SBA  See Remarks

**R Showing Instructions: Select between 1 and 11 items.**

Call Listing Office  Call Tenant  Call Owner  Appointment Only  List Agent Present  Key at List Office  LockBox  
 Vacant  Beware Animals  See Remarks  Time Restrictions

**R Miscellaneous**

Sec **R**   Twn **R**   Rng **R**   Rng Dir **R**

**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

**Listing Export Options**

IDX

# Sandpoint MLS (Paragon)

(10) Type  (18) Status  (24) County   
(11) Area  (21) Sub-Area  (12) Asking Price   
(13) Address  House #  Direction  Street   
(14) Address 2   
(15) City  (16) State  (17) Zip   
(19) Sale/Rent  (25) In City Limits Y/N  (27) Zoning   
(164) Include in IDX

**CDA - Agents**  
Area: If yours isn't in list choose one of the Other Area's (OA)  
Sub Area: If yours isn't in list choose Outside Area - not in list

## Agent/Office

(27) List Team  (28) Agent   
(24) Listing Agent 2  (26) Listing Agent 3   
(30) Listing Date  (31) Expiration Date  (32) Buyer Agent Y/N   
(33) Non-Agent Y/N  (34) Commission Offered (%/\$)  (35) Variable Commission Y/N   
(36) Type of Contract  (37) Bump Clause Y/N  (38) Bump Clause Date

## General

(45) Approx Total SqFt  (49) SqFt Source  (52) Lot Size SqFt   
(57) Apx # Acres  (53) Apx Lot Frtg  (55) Apx LotDepth   
(56) Lot Size Irregular Y/N  (57) Section  (58) Township   
(59) Range  (60) Latitude  (61) Longitude   
(62) Broken Out Y/N  (63) Parcel #   
(163) Tax Database ID  (163) Tax ID   
(66) Legal   
(68) Known LID Y/N  (69) ADA Y/N  (81) # of Stories  (53) Year Built   
(53) Year Remodeled  (85) Fire District Y/N  (86) Fire District   
(70) Distance to City/Town  (71) Distance to County Seat   
(73) Distance to County Road  (74) Water Access Y/N   
(75) Water Access Location  (76) Water Frontage Y/N   
(77) Water Frontage Location  (78) Main body of Water   
(79) Tributary Body of Water  (80) Water Access Type   
(81) Road Access  (82) Road Surface  (83) DW Surface   
(84) HVAC  (92) Construction  (93) Primary Flooring   
(94) Foundation  (95) Sewer  (53) Sewer Size   
(96) Electricity  (53) Electric Size  (97) Gas   
(53) Gas Supply  (98) Phone  (97) Occupancy   
(101) Water System  (53) Water Size   
(205) Short Sale Addendum Field  (201) Share with Assessor

## Features

### A - HEATING/FUEL SOURCE

- A1 - Alternative
- A2 - Baseboard
- A3 - Ceiling/Radiant
- A4 - Central Cntrl
- A5 - Electric
- A6 - Fireplace
- A7 - Floor
- A8 - Forced Air
- A9 - Gas-Natural
- A10 - Gas-Propane
- A11 - Geothermal
- A12 - Heat Pump
- A13 - Hot Water
- A14 - Hydronic
- A15 - None
- A16 - Oil
- A17 - Pellet
- A18 - Radiant
- A19 - Room/Unit Cntrl
- A20 - Solar
- A21 - Steam/Boiler
- A22 - Stove
- A23 - Wall Heater
- A24 - Wood
- A25 - Monitor
- A26 - Furnace
- A27 - Wind
- A28 - Battery System
- A99 - See Remarks

### B - EXTERIOR FINISH

- B1 - Aluminum
- B2 - Block
- B3 - Brick-Accent
- B4 - Brick-Full
- B5 - Fiber Cement
- B6 - Log
- B7 - Masonry
- B8 - Shake
- B9 - Siding-Horiz
- B10 - Siding-Vert
- B11 - Simulated Log
- B12 - Steel
- B13 - Stucco
- B14 - Vinyl
- B15 - Wood
- B16 - Copper Shingles
- B99 - See Remarks

### C - BASEMENT

- C1 - Daylight
- C2 - Full-Finished
- C3 - Full-Part Finished
- C4 - Full-Unfinished
- C5 - None
- C6 - Partial-Finished
- C7 - Partial-Part Finished
- C8 - Partial-Unfinished
- C9 - Separate Entry
- C10 - Slab
- C11 - Walkout
- C99 - See Remarks

### D - WATER NAVIGATION

- D1 - Electric Motor Only
- D2 - Docks
- D3 - Motor Boat
- D4 - Paddle Boats

- D5 - Float Plane

### E - BEACHFRONT

- E1 - Boat House
- E2 - Boat Lift
- E3 - Covered Boat Slip
- E4 - Dock
- E5 - Difficult Access
- E6 - Lawn/Grass
- E7 - Level
- E8 - Rocky
- E9 - Sandy
- E10 - Sloped
- E11 - Steep
- E12 - Boat Ramp/Launch
- E13 - Assign. Private Boat Slip

### F - PROPERTY WATER FEATURES

- F1 - Creek (Seasonal)
- F2 - Creek (Year Round)
- F3 - Lake
- F4 - Pond (Man Made)
- F5 - Pond (Natural)
- F6 - River
- F7 - Secondary Waterfront
- F8 - Waterfall
- F9 - Wetlands
- F99 - Other-See Remarks

### G - COMMUNICATIONS

- G1 - Cable
- G2 - Fiber
- G3 - Frame Relay/ISDN
- G4 - Satellite
- G5 - DSL
- G6 - Broadband
- G7 - Wireless
- G8 - Dial-Up
- G9 - High Speed
- G10 - None
- G99 - See Remarks

### H - GARAGE

- H1 - 1 Car Attached
- H2 - 1 Car Carport
- H3 - 1 Car Detached
- H4 - 2 Car Attached
- H5 - 2 Car Carport
- H6 - 2 Car Detached
- H7 - 3+ Car Attached
- H8 - 3+ Car Carport
- H9 - 3+ Car Detached
- H10 - Bath Facil.
- H11 - Double Doors
- H12 - Electricity
- H13 - Heated
- H14 - High Clear. Door
- H15 - Insulated
- H16 - Laundry Space
- H17 - None
- H18 - Opener
- H19 - Pad Only
- H20 - RV Space
- H21 - Separate Exit
- H22 - Shop (Area)
- H23 - Water
- H24 - Workbench
- H25 - 220 Volt
- H99 - Other-See Remarks

### I - PARKING

- I1 - On Street
- I2 - Off Street
- I3 - 1-Assigned
- I4 - 2-Assigned
- I5 - 3+ Assigned
- I6 - Storage
- I7 - Open
- I8 - Enclosed
- I9 - Heated

### J - FIREPLACE/STOVES

- J1 - Alternative Fuel
- J2 - Brick
- J3 - Built In Fireplace
- J4 - Fan/Blower
- J5 - Freestanding
- J6 - Glass Doors
- J7 - Insert
- J8 - Mantel
- J9 - Natural Gas
- J10 - None
- J11 - Oil
- J12 - Pellet Stove
- J13 - Propane
- J14 - Raised Hearth
- J15 - Stone/Masonry
- J16 - Stove
- J17 - Tile
- J18 - Wood Burning
- J19 - Wood Box
- J20 - 1 Fireplace
- J21 - 2 Fireplaces
- J22 - 3+ Fireplaces
- J99 - See Remarks

### K - LAND CHARACTERISTICS

- K1 - Benched
- K2 - Brdrs Pub. Land
- K3 - Creek
- K4 - Cross Fenced
- K5 - Cul-De-Sac
- K6 - Fenced
- K7 - Horse Setup
- K8 - Irrigation System
- K9 - Landscaped
- K10 - Level
- K11 - Mountain View
- K12 - Panoramic View
- K13 - Part Fenced
- K14 - Pasture
- K15 - Rolling
- K16 - Ski In/Out
- K17 - Sloped
- K18 - Spring
- K19 - Sprinklers
- K20 - Steep
- K21 - Surveyed
- K22 - Timber
- K23 - Water View
- K24 - Wooded
- K26 - Corner Lot
- K27 - Mature Trees
- K99 - Other-See Remarks

### L - AIRPORT AMENITIES

- L1 - Fuel Onsite
- L2 - Hangar
- L3 - Hangar/Living Space
- L4 - Heli-Pad

- L5 - Paved Runway
- L6 - Private Airstrip
- L7 - Public Airstrip
- L8 - Runway Access
- L9 - Service Onsite
- L99 - See Remarks

### M - OWNERSHIP

- M1 - Condominium
- M2 - Fractional
- M3 - Fee Simple
- M4 - Leased/Rented
- M5 - Pers. Prop Only
- M6 - Timeshare
- M99 - See Remarks

### N - DISCLOSURE

- N1 - As-Is
- N2 - Bank Owned
- N3 - Corporate/Relo
- N4 - Exclusions-Call Office
- N5 - Flood Plain Potential
- N6 - For Auction
- N7 - HUD Owned
- N8 - Other Assessments
- N9 - Pre-Foreclosure
- N10 - Probate
- N11 - REO
- N12 - Sellers Discl. Not Req.
- N13 - Sellers Discl. on File
- N14 - Short Sale/Need Bank Apr
- N15 - Special Assessment
- N99 - See Remarks

### O - SHOWING INSTRUCTIONS

- O1 - Appointment Only
- O2 - Call Agent
- O3 - Call List Office
- O4 - Call Seller
- O5 - Day Sleeper
- O6 - Lockbox
- O99 - See Remarks

### P - HANDICAP FEATURES

- P1 - Doors 32+
- P2 - Elevator
- P3 - Emergency Intercom
- P4 - Flash Smoke Detector
- P5 - Grab Bars
- P6 - Hallways 32+
- P7 - Kitchen Modification
- P8 - Lift
- P9 - Lowered Counters
- P10 - Ramp/Lvl Entrance
- P11 - Ramp/Lvl from Garage
- P12 - Roll-in Shower
- P13 - Roll-under Sinks
- P99 - See Remarks

### Q - FINANCING

- Q1 - Assume-No Qualifying
- Q2 - Assume-Qualifying
- Q3 - Cash
- Q4 - Conventional
- Q5 - FHA
- Q6 - IHA
- Q7 - Lease Option
- Q8 - Owner Contract
- Q9 - Recent Appraisal
- Q10 - Recent Home Insp.
- Q11 - Seller Net Zero

- Q12 - Seller Offers Points
- Q13 - Trades Considered
- Q14 - USDA
- Q15 - VA
- Q16 - Zero Down
- Q99 - See Remarks

**R - FOR LEASE**

- R1 - Office
- R2 - Industrial
- R3 - Retail
- R4 - Land

**S - FOR SALE**

- S1 - Building
- S2 - Business
- S3 - Inventory
- S4 - Land

**T - OUTBUILDINGS**

- T1 - 2 Barns
- T2 - 2 Shops
- T3 - 3+ Shops
- T4 - Accessory Dwelling Unit
- T5 - Arena

- T6 - Barn
- T7 - Dog Kennel
- T8 - Greenhouse
- T9 - Guest House
- T11 - Pumphouse
- T12 - Separate Living Qtrs.
- T13 - Shop
- T14 - Storage Shed
- T15 - Studio
- T99 - See Remarks

**U - INTERNET**

- U1 - Yes
- U2 - No

**AA - INSULATION**

- AA1 - Cellulose
- AA2 - Spray Foam

**BB - CERTIFICATION**

- BB1 - Energy Star
- BB2 - NAHB Green
- BB3 - LEED
- BB4 - HERS

**Business Info**

(96) Business Type  (97) Business For Sale Y/N

(98) Business Name

(99) Trade or Exchange Y/N  (100) Inventory Included Y/N  (101) Inventory Amt \$

(102) Fixtures Included Y/N  (103) Space for Lease Y/N  (104) Loading Dock Y/N

(105) Loading Dock Type  (106) Elevator Y/N  (107) Sprinkler Y/N

(108) Env Survey Y/N  (109) Soil Report Y/N  (110) Permits Req Y/N

(111) APOD Available Y/N

(112) Land Assessment Ratio

(113) Bldg. Assessment

(114) Rent Per SqFt Net

(115) Rent Per SqFt Gross

(116) Scheduled Op. Income

(117) Sched. Op. Income Basis

(118) Operating Expense

(119) Vacancy/Loss

(120) Net Income

(121) Net Income Basis

(122) On Site Parking

(123) Clear Height

(124) Overhead Door Height

(125) CC&Rs Y/N  (126) Confident to Tenant Y/N  (127) Conf. to Employees Y/N

**Financial**

(158) Possession  (159) Taxes **R**  (160) Tax Year **R**

(161) Covenant/Restrictions Y/N  (162) Owner Name **R**

(163) For Lease Y/N  (164) Lease \$  (165) Lease Terms (months)

(166) Lease Type  (167) Rental Rate \$  (168) Rental Rate Terms

(169) Date Space Available  (170) Maint. Incl. in Rate Y/N  (171) Owner Agent Y/N **R**

(172) Parking Rate/Space \$  (173) Escalations Y/N

(174) Escalation Basis

**Remarks**

(176) Directions

(180) Public Remarks R

(181) Agt Confidential Remarks

# Sotheby's International Realty Marketing Form (Crest)

## Property Information

Property Type  Property Sub Type  Property Style

## Property Location

House #  Direction  Street

Address Line 2  Neighborhood

Address Line 3  City Region

City   State   Zip

## Property Details

No. of Bedrooms   Property Name  SqFt  Year Built

No of Full Bath  Property Location  Acres  Year Renovated

No of Half Bath  Tax Roll No  Lot Dimension  No. of Parking Places

No. of 1/4 Baths  Zoning  Total Rooms  No of Levels/Floors

No. of 3/4 Baths  Last Sold On

## Listing Details

List Price   Date Listed  Appraisal Number

Hide List Price Development

For Auction  Expires on

Price Upon Request Date Available

Do not show listing on Internet Annual Taxes

Do not show address on Internet Tax Year

Call To Show

## Listing Remark

Property Description

## Seller Information - Person Please fill out Person or Business but, one or the other is Required

First Name  First Name  Address Line 1  City

Last Name  Last Name  Address Line 2  State

Phone  Phone  Address Line 3  Zip

Email  Email   Use Property Address as Seller Address

## Seller Information - Business Entity Please fill out Person or Business but, one or the other is Required

Business Entity Name  Address Line 1  City

Business Entity Type  Address Line 2  State

Phone  Address Line 3  Zip

Email   Use Property Address as Seller Address

# Tour Factory

Music Selection

## Search Categories

- Handicap Accessible
- New Construction
- Residential w/Acreage
- Waterfront Property

## Interior Amenities

- 24-Hour Door Person
- Alarm System
- Basement - Finished
- Basement - Unfinished
- Bathroom on Main Floor
- Bedroom on Main Floor
- Bonus Room
- Broadband Available
- Central Air
- Central Vacuum System
- Elevator Building
- Fireplace
- Forced Air
- Gas Heat
- Hardwood Floors
- Office/Den
- Satellite Dish
- Surround Sound
- Tile Floors
- Utilities on Main Floor
- Utilities on Upper Floor
- Vaulted Ceilings
- Water Softener

## Exterior Amenities

- Balcony Deck
- Barn/Stable - Detached
- Carport
- Garage - Attached
- Garage - Detached
- Hot Tub
- Out Building
- Parking/Garage Included
- Roof Top Deck
- Sauna
- Spa
- Sports Court
- Swimming Pool
- Tennis Court
- Workshop - Detached

## Property Amenities

- Community Beach
- Corner Lot
- Country Club
- Cul-de-Sac Location
- Dock
- Fenced Yard
- Float
- Fully Fenced
- Gated Community
- Golf Course Lot
- High-Rise
- Low-Rise
- Partially Fenced
- Sprinkler System
- View Property

## Custom Amenities

(32 character max each line)

1	<input type="text"/>	9	<input type="text"/>
2	<input type="text"/>	10	<input type="text"/>
3	<input type="text"/>	11	<input type="text"/>
4	<input type="text"/>	12	<input type="text"/>
5	<input type="text"/>	13	<input type="text"/>
6	<input type="text"/>	14	<input type="text"/>
7	<input type="text"/>	15	<input type="text"/>
8	<input type="text"/>	16	<input type="text"/>

# Showing Instructions for Listing

## Check One or Give Code #

Supra I-Box:  Combo Lock:

Lockbox Location:

Agent Has Key  Key @ Front Desk  NO LOCK Box

## Occupant:

Tenant  Owner  Vacant  Under Construction

Owner Name(s):  Cell Phone:  Home Phone:

Tenant Name(s):  Cell Phone:  Home Phone:

## Check All That Apply

(These are some common ways showings can be set up, but can be done however the owner/seller wishes)

- 1)  FRONT DESK is to Call OWNER to confirm all showings
- 2)  All Calls Directly to LISTING AGENT - or backup/co-list agent if primary agent is unavailable or out of town. If so provide backup/co-list agent name and number. Back-up name:  Backup #:
- 3)  Ok To Show at ANY Time – NO Appointment or CALLS Required
- 4)  Beware of Animals (see remarks)
- 5)  Have SHOWING AGENT leave a Business Card on counter/table
- 6)  AFTER leaving OWNER a voicemail, Property Can be shown
- 7)  AFTER leaving LISTING AGENT a voicemail, Property Can be shown
- 8)  FRONT DESK is to Call TENANT to set-up all showings (contact info below)
- 9)  Time Restrictions (See Below)
- 10)  LISTING AGENT Must Be Present at ALL Showings
- 11)  24 Hour Notice Requested
- 12)  Other/See Remarks Below

**Remarks & Instructions:** (Ex: Animal/Pets, Time Restrictions, Call Instructions, Tenant Info, Gate CODE? etc.)