

#### Multi Family Marketing Input Cover Sheet

<u> </u>	Notes for the staff	t <mark>o input your l</mark> i	<mark>sting:</mark>

# Coeur d'Alene MLS (Flex)

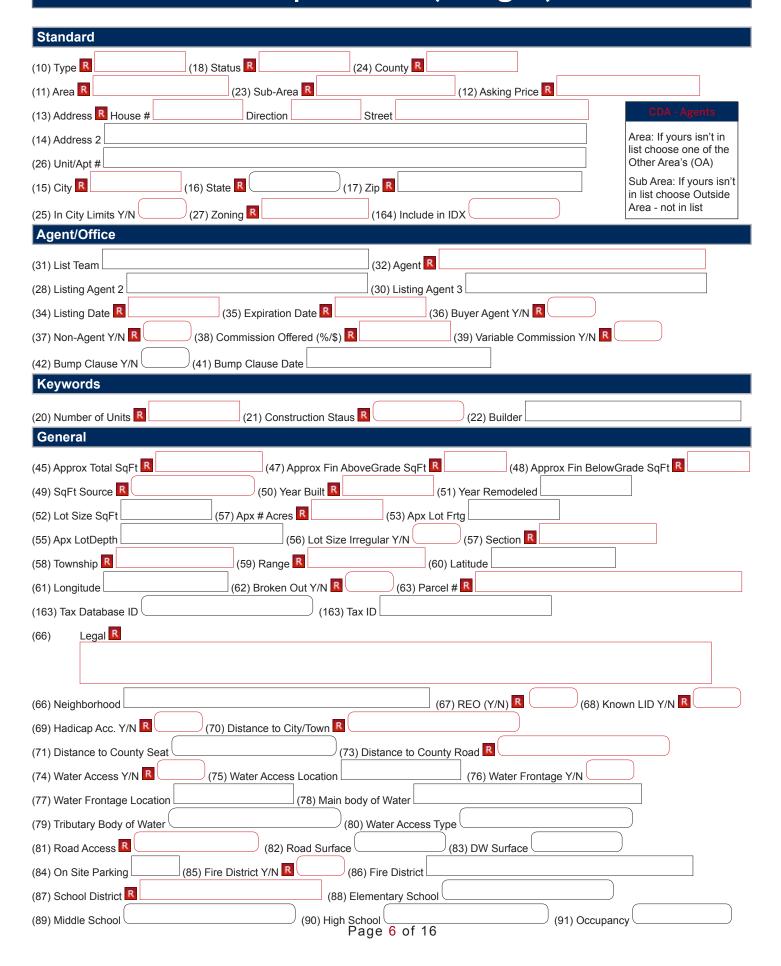
General Listing	g Information					
Listing Member R		Co-Listing Agent		Tax ID:		
Parent/Child O	ptions					
O This is a Regular	listing or a <b>Parent</b> Listing.	◯ This is a <b>Child</b> listing. N	/ILS # of Parent Listi	ing.		
Address						
House # R	Direction	Street Name R		Street Suffix	Direction Sfx	
Unit #	City	State R	Zip R		County	
Contract Inforn						
Staus R	Listing Type R	Are	aR			
Neighborhood Grid #		Begin Date R	End Date	Lis	t Price R	
Non-Agent Fee R	\$ or %	Buyer Agent Fee R	\$ or %			
VRC Type	e of Contract R	Short S	ale R	REOR		
General Proper	ty Description					
Total Units R	Studio Units	1 BR Units	2 BR U	nits 3 B	R Units	
Style R	Ba	sment R	Sgl Cpt	Dbl Cpt	Sgl Gar	
Dbl Gar	Garge Type	Garage Remarks	Total S	SqFt R	SqFt B	
SqFt 1	SqFt 2 S	qFt 3 SqF	t Source R	SqF	t Per R	
Year Built R	New Contruction R	Builder Na	ame	Lot Size	Lot Acre	es R
Lot Type 1	Lot Type 2	Occu	pant R			
Legal and Taxe	S					
Legal R						
AIN # R	Parcel # R		School District	R		
Zoning R Directions R						
	_	_				
Taxes R	Tax Year R	Taxes Reflect 1 R	Taxo	es Reflect 2		
Subdivision Remarks						
Public Remarks R						
Private Remarks R						
Filvate Remarks						
		Page	2 of 16			

R Views: Selec	t between 1 & 4	items.				
Territorial	Lake	City	Mountain	River	None	
R Lot Features	: Select betwee	en 1 & 8 items.				
Corner Lot	rregular Level	Open Slopii	ng Southern Expos	sure Steep	Wooded	
Interior Amenit	ies					
Cable TV C	able Internet Avl	Burglar Alarm	Central Vac Inter	rcom System H	lardwood Floors Tile/Stone Flooring	
Den/Library	Main Floor Utilities	Formal Dining	Room Skylights	Fireplace Fire	eplace Insert	
Wood Stove	Gas Fireplace	Wall Air Cond.	Central Air	Tub Pellet Stov	ve	
Exterior Ameni	ties					
Above Ground P	ool  Inground P	ool Spa/Hot Tub	Fence Handid	cap Facility RV P	Parking Curbs Sidewalks	
Lawn Sprinkler S	Sys Open Deck	Open Patio	Covered Deck	Covered Patio	Garden Area Lawn Pasture	
Fruit Trees	Satellite Dish	See Remarks				
R Appliances:	Select betweer	1 and 16 items.				
Range/Oven		Wall Oven	Cook Top Grill Top	Refrigerator	Trash Compactor Microwave	
Dishwasher	Disposal Free	ezer Washer	Electric Dryer G	as Dryer	r Softener Washer/Dryer HU None	
R Fuel Type: S	elect between ?	and 8 items.				
Electric Gas	Propane	Solar Oil O	Coal Wood P	ellet None		
R Heat Type: S	elect between	1 and 8 items.				
		ot Water 🔲 Radia	nt Wall Stov	e Fireplace	Heat Pump None	
Additional Buil	dings					
				Garage Add'l	Carport Boathouse Guest House	
Architectural S	tyle: Please se	lect up to 1 item				
Bungalow	Cape Cod Ch	alet Colonial	Contemporary	Federal Ran	cher Tudor Victorian	
Bsmt						
Full Size		Part Si	ze		Walk-out	
R Basement: S	elect between	1 and 3 items.				
Finished U	nfinished Par	Finished Apx	% Finished	Dayli	ight Cellar None	
R Foundation:	Select betweer	1 and 8 items.				
Brick/Block		er Block Rock	Slab Treated	Wood Wood		
R Construction	n: Select betwe	en 1 and 7 items				
Brick/Block	Concrete Fram	e Insul R Value:	Ceiling	Insul R \	Value: Wall Log Hor	ne
Manufactured						
Exterior: Sel	ect between 1 a	and 14 items.				
Aluminum	Brick Cement	Block Hardboa	ard Lap Siding	Log Shingle	Steel Stone Stucco T1	-11
Vinyl Wood	I					

R Off St Parking: per unit Select between 1 and 4 items.
1 Car 2 Car None Att Gar/Cpt Det Gar/Cpt
Roof: Select between 1 and 8 items.
Comp Shingle Metal Rolled Comp Shake Tar Tile Wood Shingle
Road: Select between 1 and 6 items.
Paved Gravel Dirt Private Maintained Public Maintained
R Water: Select between 1 and 10 items.
City Community System Community Well Creek Lake Private System Private Well Spring Transfer Fee
R Sewer: Select between 1 and 8 items.
Cesspool City Sewer Community System HU/CAP Fee Due Septic System See Remarks Lift Station
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 Fire Protection Name No Unknown
R Terms Considered: Select between 1 and 11 items.
Cash Out Assume Seller Financing FHA Conventional RD/Farm Home Idaho Housing Agency Trade
Lease Option VA 1031 Exchange
R Showing Instructions: Select between 1 and 11 items.
Call Listing Office Call Listing Agent Call Tenant Call Owner Appointment Only List Agent Present Key at List Office
LockBox Vacant Beware Animals Time Restrictions
Property Subject to
CC&Rs R Association R Association Fee Association Pay
□ Docs on File □ Non-Mtg Lien ■ □ Lien is for □ □ Balance □
Income:
[Monthly Rental Inc] R Other Scheduled Stat
☐ Monthly Rental Stat ☐ [Annual Gross Scheduled Income]
Other Scheduled Inc
Utilities Paid by:
Water Cable
Sewer
Garbage

Mis	Miscellaneous								
S	ec R		Tv	vn R		Rng R	Rng Dir		
	Included								
Inclus	sions				Inclusion	s 2		Inclusions 3	
Exc	luded								
□ E	xclusions				Exclusion	ns 2		Exclusions 3	
R U						oe approved.			
No.	Bed	Bath	Rent	SqFt	Parking	Appliances Included	Lease	Stories	Remarks
Call	or Opt	Out							
Sell	er Opt	Out							
S	eller Dire	cts Listing	to be Exclu	ded from Inter	rnet	Seller Directs Address to	be Excluded from	om Internet	
S	eller Dire	cts Listing	to Not be U	sed in AVMs	on Internet	Seller Directs Listing to I	Not Allow Comm	ents on Internet	
List	ing Exp	oort Op	tions						
	X		Realtor	.com					

#### Sandpoint MLS (Paragon)



(92) Construction R	(93) Primary Floo	oring (94)	) Foundation R
(95) Sewer R	(96) Electricity R	(97) Ga	_
(98) Phone R	(99) Garbage	(100) Roof	
(101) Water System R	(102) A/C		
(205) Short Sale Addendum Field		(201) St	nare with Assessor
Unit Info			
(103) Unit 1 Rent	(104) Unit 1 SqFt	(105) Unit 1 Level	
(106) Unit 1 Living Rm	(107) Unit 1 Dining Rm	(108) Unit 1 Kitchen	
(109) Unit 1 Bdrms	(110) Unit 1 Total Baths	(100) 0 111 1 111 111	
(111) Unit 1 Fridge	(112) Unit 1 Stove	(113) Unit 1 DW	
(111) Offic 11 flage	(112) OTHE 1 Stove		
(114) Unit 2 Rent	(115) Unit 2 SqFt	(116) Unit 2 Level	
(117) Unit 2 Living Rm	(118) Unit 2 Dining Rm	(119) Unit 2 Kitchen	
(120) Unit 2 Bdrms	(121) Unit 2 Total Baths		
(122) Unit 2 Fridge	(123) Unit 2 Stove	(124) Unit 2 DW	
(405) 11 110 B	(400)	(407) 11 (401)	
(125) Unit 3 Rent	(126) Unit 3 SqFt	(127) Unit 3 Level	
(128) Unit 3 Living Rm	(129) Unit 3 Dining Rm	(130) Unit 3 Kitchen	
(131) Unit 3 Bdrms	(132) Unit 3 Total Baths		
(133) Unit 3 Fridge	(134) Unit 3 Stove	(135) Unit 3 DW	)
(136) Unit 4 Rent	(137) Unit 4 SqFt	(138) Unit 4 Level	
(139) Unit 4 Living Rm	(140) Unit 4 Dining Rm	(141) Unit 4 Kitchen	
(142) Unit 4 Bdrms	(143) Unit 4 Total Baths		
(144) Unit 4 Fridge	(145) Unit 4 Stove	(146) Unit 4 DW	
(147) Unit 5 Rent	(148) Unit 5 SqFt	(149) Unit 5 Level	
(150) Unit 5 Living Rm	(151) Unit 5 Dining Rm	(152) Unit 5 Kitchen	
(153) Unit 5 Bdrms	(154) Unit 5 Total Baths		)
(155) Unit 5 Fridge	(156) Unit 5 Stove	(157) Unit 5 DW	
Features A - STYLE	A18 - Multi Level	C1 - Boat House	D5 - Pond (Natural)
A1 - 1 Story	A19 - Quonset	C2 - Boat Lift	D6 - River
☐ A2 - 1.5 Story	A20 - Ranch	C3 - Covered Boat Slip	D7 - Secondary Waterfront
A3 - 2 Story A4 - 3+ Story	☐ A21 - Single Wide ☐ A22 - Split Level	C4 - Dock C5 - Difficult Access	☐ D8 - Waterfall ☐ D9 - Wetlands
A5 - A Frame	A22 - Split Level A23 - Timber Frame	C6 - Lawn/Grass	E - HEATING/FUEL SOURCE
A6 - Earth Sheltered	A24 - Townhouse	C7 - Level	E1 - Alternative
A7 - Cabin	A25 - Triple Wide	C8 - Rocky	E2 - Baseboard
A8 - Cape Cod	A26 - Underground	C9 - Sandy	E3 - Ceiling/Radiant
A9 - Contemporary	∐ A27 - Duplex	C10 - Sloped	E4 - Central Cntrl
☐ A10 - Cottage ☐ A11 - Craftsman	A99 - See Remarks <b>B - WATER NAVIGATION</b>	C11 - Steep	☐ E5 - Electric ☐ E6 - Fireplace
A12 - Daylight Basement	B1 - Electric Motor Only	C12 - Boat Ramp/Launch C13 - Assign. Private Boat Slip	E7 - Floor
A13 - Dome	B2 - Docks	D - PROPERTY WATER FEATURES	_
A14 - Double Wide	B3 - Motor Boat	D1 - Creek (Seasonal)	E9 - Gas-Natural
∐A15 - Log	☐ B4 - Paddle Boats	D2 - Creek (Year Round)	E10 - Gas-Propane
☐ A16 - Manufactured ☐ A17 - Modular	☐ B5 - Float Plane C - BEACHFRONT	☐ D3 - Lake ☐ D4 - Pond (Man Made)	☐ E11 - Geothermal ☐ E12 - Heat Pump

	_	_	_	_		
	E13 - Hot Water	H17 - Window Coverings	K28 - Dual Flush Toilets	O2 - Fractional		
	E14 - Hydronic	☐ H18 - Wood	☐ K29 - Tankless Hot Water Heater	O3 - Fee Simple		
	E15 - None	H99 - See Remarks	☐ K30 - Air Exchange System	O4 - Leased/Rented		
	] E16 - Oil	I - GARAGE *	☐ K31 - Renewable Flooring	O5 - Pers. Prop Only		
Г	E17 - Pellet	☐ I1 - 1 Car Attached	K32 - Air Conditioning	O6 - Timeshare		
Ē	E18 - Radiant	☐ I2 - 1 Car Carport	K99 - See Remarks	O99 - See Remarks		
F	E19 - Room/Unit Cntrl	I3 - 1 Car Detached	L - COMMUNICATIONS	P - DISCLOSURE		
_	-	I4 - 2 Car Attached	L1 - Cable	P1 - As-Is		
F	E20 - Solar					
닏	E21 - Steam/Boiler	☐ I5 - 2 Car Carport	L2 - Fiber	P2 - Bank Owned		
L	E22 - Stove	☐ I6 - 2 Car Detached	L3 - Frame Relay / ISDN	P3 - Corporate/Relo		
L	E23 - Wall Heater	☐ I7 - 3+ Car Attached	L4 - Satellite	P4 - Exclusions-Call Office		
	E24 - Wood	☐ I8 - 3+ Car Carport	☐ L5 - DSL	P5 - Flood Plain Potential		
	E25 - Monitor	☐ I9 - 3+ Car Detached	L6 - Broadband	P6 - For Auction		
Г	E26 - Furnace	☐ I10 - Bath Facil.	☐ L7 - Wireless	P7 - HUD Owned		
Ē	E27 - Wind	I11 - Double Doors	L8 - Dial-Up	P8 - Other Assessments		
		I12 - Electricity	L9 - High Speed	P9 - Pre-Foreclosure		
	E28 - Battery System		D L 10 Welley Telley			
	E99 - See Remarks	∐ I13 - Heated	L10 - Walky-Talky	P10 - Probate		
_	- EXTERIOR FINISH	☐ I14 - High Clear. Door	L11 - None	P11 - REO		
	F1 - Aluminum	☐ I15 - Insulated	☐ L99 - See Remarks	P12 - Sellers Discl. Not Req.		
	F2 - Block	∐ I16 - Laundry Space	M - PATIO/DECK	P13 - Sellers Discl. on File		
	F3 - Brick-Accent	☐ I17 - None	☐ M1 - Awning	☐ P14 - Short Sale/Need Bank Apr		
	F4 - Brick-Full	☐ I18 - Opener	☐ M2 - Balcony	P15 - Special Assessment		
	F5 - Fiber Cement	☐ I19 - Pad Only	☐ M3 - Breezeway	P99 - See Remarks		
	F6 - Log	☐ I20 - RV Space	☐ M4 - Built-in BBQ	Q - PROPERTY AMENITIES		
	F7 - Log Siding	I21 - Separate Exit	M5 - Covered Deck	Q1 - Above Ground Pool		
			M6 - Covered Patio	Q2 - Comm. Hot Tub		
	F8 - Masonry	☐ I22 - Shop (Area)				
	F9 - Shake	☐ I23 - Water	M7 - Covered Porch	Q3 - Comm. Sauna		
	F10 - Siding	☐ I24 - Workbench	☐ M8 - Deck	Q4 - Community Pool		
	F11 - Simulated Log	☐ I25 - 220 Volt	M9 - Fire Pit	Q5 - Community Center		
	F12 - Steel	☐ I99 - Other-See Remarks	<u>⊔</u> М10 - Gazebo	Q6 - Club House		
	F13 - Stucco	J - PARKING	☐ M11 - Outdoor Fireplace	Q7 - Exercise Equip.		
	F14 - Timber	☐ J1 - On Street	☐ M12 - Patio	Q8 - Golf		
_	F15 - T1-11	☐ J2 - Off Street	M13 - Porch	Q9 - Hot Tub-Private		
	F16 - Vinyl	J3 - 1-Assigned	M14 - Screened	Q10 - Inground Pool		
		_	M15 - Summer Kitchen			
_	F17 - Wood	☐ J4 - 2-Assigned		Q11 - Playground		
	F18 - Copper Singles	☐ J5 - 3+ Assigned	M16 - Wrap Around	Q12 - Private Island		
	F99 - See Remarks	☐ J6 - Storage	M99 - See Remarks	Q13 - Sauna-Private		
G	- BASEMENT	☐ J7 - Open	N - LAND CHARACTERISTICS	Q14 - Sport Court		
L	G1 - Daylight	J8 - Enclosed	☐ N1 - Benched	Q15 - Tennis Court		
	G2 - Full-Finished	☐ J9 - Heated	☐ N2 - Brdrs Pub. Land	Q16 - Trail System		
	G3 - Full-Part Finished	☐ J99 - See Remarks	☐ N3 - Creek	Q99 - See Remarks		
	G4 - Full-Unfinished	K - INTERIOR FEATURES	□ N4 - Cross Fenced	R - AIRPORT AMENITIES		
F	G5 - None	☐ K1 - Security System	□ N5 - Cul-De-Sac	R1 - Fuel Onsite		
F	G6 - Partial-Finished	K2 - Audio Hard Wired	N6 - Fenced	R2 - Hangar		
F		K3 - Attic Fan	N7 - Horse Setup			
F	G7 - Partial-Part Finished			R3 - Hangar/Living Space		
늗	G8 - Partial-Unfinished	☐ K4 - Attic Finished	N8 - Irrigation System	R4 - Heli-Pad		
⊢	G9 - Separate Entry	☐ K5 - Attic Un-Fin	☐ N9 - Landscaped	R5 - Paved Runway		
Ĺ	G10 - Slab	☐ K6 - Breakfast Nook	N10 - Level	R6 - Private Airstrip		
	G11 - Crawl	K7 - Ceiling Fan(s)	☐ N11 - Mountain View	R7 - Public Airstrip		
	G12 - Walkout	K8 - Central Vac	☐ N12 - Panoramic View	R8 - Runway Access		
Γ	G99 - See Remarks	☐ K9 - French Doors	☐ N13 - Part Fenced	R9 - Service Onsite		
Н	- WINDOWS	K10 - Garden Tub	☐ N14 - Pasture	S - SHOWING INSTRUCTIONS		
	H1 - Aluminum	K11 - Insulated	N15 - Rolling	S1 - Appointment Only		
	H2 - Bay	K12 - Intercom	N16 - Ski In/Out	S2 - Call Agent		
			N 10 - Ski ili/Out	S3 - Call List Office		
	H3 - Clad	☐ K13 - Jetted Tub	N17 - Sloped			
_	H4 - Double Pane	☐ K14 - Low Voltage Control	☐ N18 - Spring	S4 - Call Seller		
	H5 - French Doors	☐ K15 - Main Floor Util.	☐ N19 - Sprinklers	S5 - Day Sleeper		
ᆫ	H6 - Garden Window		□ N20 - Steep	☐ S6 - Lockbox		
	H7 - Glass Block	☐ K17 - Motorized Win. Covering	☐ N21 - Surveyed	☐ S99 - See Remarks		
	H8 - Insulated	K18 - Network Hard Wired	N22 - Timber	T - HANDICAP FEATURES		
	H9 - Internal Blinds	K19 - Pantry	N24 - Water View	☐ T1 - Doors 32+		
	H10 - Single Pane	K20 - Secure Access	N25 - Wooded	T2 - Elevator		
				T3 - Emergency Intercom		
	H11 - Skylights	☐ K21 - Sprinkler System	N26 - Corner Lot	T4 - Flash Smoke Detector		
	H12 - Sliders	☐ K22 - Storage	N27 - Mature Trees			
	H13 - Storm	☐ K23 - Storm Door(s)	N29 - Water Conserving Landscap	_		
	H14 - Tinted	☐ K24 - Vaulted Ceiling	☐ N99 - Other-See Remarks	T6 - Hallways 32+		
	H15 - Triple Pane	K25 - Video Panel	O - OWNERSHIP	T7 - Kitchen Modification		
	H16 - Vinyl	☐ K27 - Low Flush Toilets	O1 - Condominium	☐ T8 - Lift		
	-		8 of 16			
	• • • • • • • • • • • • • • • • • • •					

□ T9 - Lowered Counters □ T10 - Ramp/Lvl Entrance □ T11 - Ramp/Lvl from Garage □ T12 - Roll-in Shower □ T13 - Roll-under Sinks □ T99 - See Remarks □ U16 - Sunroom □ U17 - Walk-In Closet □ U199 - See Remarks □ U10 - Assume-No Qualifying □ U2 - Bonus □ U3 - Den/Office □ U4 - Family Room □ U5 - Formal Dining □ U6 - Formal Living Rm □ U7 - Foyer □ U8 - Gourmet Kitchen □ U9 - Great Room □ U10 - Laundry □ U11 - Library □ U12 - Loft □ U13 - Master Suite □ U14 - Media Room □ U15 - Mud Room □ U16 - Sunroom □ U17 - Walk-In Closet □ U17 - Walk-In Closet □ U19 - See Remarks □ U17 - FINANCING □ V2 - Assume-No Qualifying □ V3 - Cash □ V4 - Conventional □ V5 - FHA □ V7 - Lease Option □ V8 - Owner Contract □ V9 - Recent Appraisal □ U11 - Library □ V10 - Recent Home Insp.	□ V11 - Seller Net Zero □ V12 - Seller Offers Points □ V13 - Trades Considered □ V14 - USDA □ V15 - VA □ V16 - Zero Down □ V99 - See Remarks W - OUTBUILDINGS □ W1 - 2 Barns □ W2 - 2 Shops □ W3 - 3 + Shops □ W4 - 3 + Barns □ W5 - Accessory Dwelling Unit □ W6 - Arena □ W7 - Barn □ W8 - Dog Kennel □ W9 - Greenhouse □ W10 - Guest House	W11 - Pumphouse  W12 - Separate Living Qtrs.  W13 - Shop  W14 - Storage Shed  W15 - Studio  W99 - See Remarks  X - INTERNET  X1 - Yes  X2 - No  AA - INSULATION  AA1 - Cellulose  AA2 - Spray Foam  BB - CERTIFICATION  BB1 - Energy Star  BB2 - NAHB Green  BB3 - LEED  BB4 - HERS
	_	
(186) Possession (187)	) Taxes R (188) Tax Ye	ear R
(189) Income Info Available Y/N R (190) Income OP Available	ilable Y/N (191) Heat Expense	
(192) Electric Expense (193) Wa	ater Expense	
(194) Cash Flow Available Y/N (195) APOD Available Y/N	(196) Coin Op Wash/Dry Y/N	
(197) Water Sep by Unit Y/N (198) Electric Sep by Unit Y/	/N (199) Heat Sep by Unit Y/N	
(200) Covenant/Restrictions Y/N R (202) Owner Name	र	(203) Owner Agent Y/N R
Remarks		
(204) Directions		
(209) Public Remarks R		
(200) Table Nelliano		
(208) Agt Confidential Remarks		

## Sotheby's International Realty Marketing Form (Crest)

Property Information				
R Property Type	Property Sub Type	Property St	tyle	
Property Location	The second secon		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
R House # Direction	on Street			
Address Line 2	Neighborhood			
Address Line 3	City Region			
R City	R State	R Zip		
R No. of Bedrooms Pro	perty Name		SqFt	Year Built
No of Full Bath Prope	rty Location	Acres	Year Renovated	
No of Half Bath	Tax Roll No Lot D	Dimension No.	of Parking Places	
No. of 1/4 Baths	Zoning Tot	al Rooms N	o of Levels/Floors	
	ast Sold On			
Listing Details				
R List Price	R Date Listed		Appraisal Number	
Hide List Price			Development	
For Auction	R Expires on		New Construction	
Price Upon Request	Date Available		Foreclosure	
Do not show listing on Internet	Annual Taxes		Short Sale	
Do not show address on Internet	Tax Year			
Call To Show				
Sales Associate Information				
R Listing Agent	Co-Listing			
Special Programs - Only the most exc			for top tier selection. For additional infor	mation visit the members site.
eGallery Listing SIR Skiing	SIR Farm & Ranch SIR Waterfront	SIR Golf	☐ SIR Histori	c Property
Listing Remark				
R Property Description				
Seller Information - Person	Please fill out <b>Person</b> or <b>Busi</b>	ness but, one or the other is Re	equired	
R First Name	First Name	Address Line 1	City	
R Last Name	Last Name	Address Line 2	Stat	e
Phone	Phone	Address Line 3	Zip	
Email	Email	Use Property Ad	ddress as Seller Address	

Seller Information - Business	Entity Please fill out Person o	r <b>Business</b> but, one or the other is Re	quired
R Business Entity Name	Address	s Line 1 City	
Business Entity Type	Address	s Line 2 Stat	e
Phone	Address	s Line 3 Zip	
Email	Lleo	Property Address as Seller Address	
Features		Property Address as Seller Address	
reatures			
Age Basement	Fireplace Count	Garage Count	
Lot Size Sewer	Water		
Fireplace Description			
2-Sided	Brick	Fireplace	Gas
Stone	Wood Burning	Wood Burning Stove	
Garage Description			
Attached Garage	Carport	Curb Parking.	Detached Garage
Garage Amenities	Golfcart Garage	☐ No Garage	RV Parking
Agricultural Easement(s)	Bay / Beach Club	Caretaker House	Cattle Ranch
Conservation Easement(s)	Direct Elevator Access	Elk Ranch	Estate Farm
Estate Ranch	Fishing Ranch	Fly Fishing	Guest Ranch
Hobby Farm	Horse facilities	Horse Ranch	Hunting Ranch
Investment Ranch	Live Water	Modular Sports Courts	Outdoor Basketball Court
Playground	Recreational Ranch	Silo	Ski Resort
Sporting Ranch	Stables	Station	Tennis Courts
Timberland	Walk-to-ski	Yacht Club	
Appliances			
Dishwasher	Double Oven	Dryer	Garbage Disposal
Microwave	Range / Oven	Refrigerator	Trash Compactor
Washer Area Amenities			
Aquatic Activities	Area Boat Dock	Area Boat Ramp	Area Climbing
Area Fishing	Area Hiking	Area Horse Riding/Stables	Area Hunting
Area Pool	Area Skiing	Area Snowmobiling	Area Tennis
Biking	Boating	Casino / Gambling	Deep Water Mooring
Golf	Jogging / Biking Path	Outdoor Activities	
Area Description			
Country Living	Cycling	Desert Living	Equestrian / Polo
Fishing	Flood Area	Game Farm/Safari	Green Living
Historic / Antique	Hunting	Metropolitan	Mountain
Other Beach	Privacy	Resort	Rock Beach
Sand Beach Wine Country	Ski-In / Ski-Out	Skiing	Suburban
Bath Features			
Bidet	Jacuzzi Tub	Jetted Tub	Stall Shower
Stall Shower and Tub	Steam Room	Steam Shower	Tub and Shower
Tub Only			
Body of Water			
Bay	Canal	Gulf	Inlet
Lagoon	Lake	Ocean	Pond
Reservoir Community Type	River	Sound	
55+ Community	Adult	Beach Resort	Co-Op
Country Club	FHA Compliant	Fly-In	Gated
Golf Course	Tennis	•	
Cooling			
A/C	No A/C	Other A/C	Window A/C
Wall Unit A/C	Central A/C	Central A/C - Electric	Central A/C - Gas
Zoned A/C	Humidifier	44 of 40	

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Equestrian Type			
Dressage	Hunters	Jumpers	Polo
Exterior  Barn/Stable	ВВО	Boat House	Dood Down
	Covered Terraces	Dock	Boat Ramp  Dock Rights
Carriage House Dog Run	Double Pane / Storm Windows	Fire Pit	Gardens
Guest House	Helipad	Out Building	Porte-Cochere
Sidewalk			Storm door
Storm window	Sprinkler System Thermal Windows / Doors	Storage Shed Underground Lawn Sprinkler	Water Feature
Exterior Description	Inemai Windows / Doors	Chaerground Lawn Sphilikier	Water i eature
Brick	Concrete Block	Stucco	☐ Vinyl Siding
Steel Frame	Wood Frame	Stone	Wood Siding
E.I.F.S	Aluminum Siding	Cedar Siding	Log
Hardiboard Siding	Paraffin Hardboard	Other	
Exterior Living Space			
Balcony / Lanai	Courtyard	Deck	Enclosed Porch
Outdoor Kitchen	Outdoor Rooms	L Patio	Porch
Screened Porch	Terrace		
Fencing Fenced Yard	Metal Fence	Partially Fenced	Privacy Fence
Vinyl Fence	Wood Fence	E Faitially Feliced	☐ Filvacy Felice
Flooring	□ Wood Felice		
Ceramic	Hardwood	Laminate	Linoleum
Marble	Mixed	Tile	Wall to Wall Carpet
General			
Built-in Vacuum	Ceiling Fan(s)	Clubhouse	Concierge Services
Doorman	Elevator	Energy-saving Features	Escalator
Fenced Range Land	Fire Alarms	Guard Gated	Lake Privileges
Laundry Facilities	Private Airport	Private Elevator	Security System
Skylight	Smoke Detector	Stereo System	Storage Area
Wheel Chair Accessible	Window Treatments	Workshop	
Heating - Fuel Type	Electric		Geothermal
Coal	None	☐ Gas ☐ Oil	Other
Hydro Heat			Other
Propane Heating Type	∟ Solar	∟ Wood	
Baseboard	Forced Air	Gravity	Heat Pump
Hydro	Multi-Zone Heat	No Heat	Other
Pellet Stove	Radiant Floor	Radiator	Solar Power
Steam Heat			
Interior			
Bay/Bow Window	Beam-Ceilings	Blinds	Bowling Alley
Cathedral Ceilings	Cedar Closets	Dry Bar	Exercise Area
Fireplace in Master BR	High Tech Cabling	In-Home Gym	In-law Suite
Indoor Basketball Court	Indoor Racquetball Court	Intercom System	Laundry Chute
Screen Room	Track lighting	Two-story Family Room	Vaulted Ceilings
Walk-in Closet	Wet Bar	Wine Cellar	
Kitchen Features	Dutlers Danta	Catavina Litaban	Conton Island
Breakfast Bar	Butlers Pantry  Decigner Kitchen	Catering kitchen Eat-in Kitchen	Center Island
Country Kitchen	Designer Kitchen		Galley Kitchen
Gourmet Kitchen Location	Granite Countertops	☐ Kitchen Facilities	Marble Countertop
Backs to Golf Course	Backs to Park Land	Bayside	Beach Front
Canal Front	Channel Front	Cul-de-sac	Fairway Frontage
Gulf	Harbor	In Shopping Mall	Intercoastal Waterway
Island	Lagoon	Lakefront	Marina
Ocean / Beach	Ocean Block	Ocean Front	Off Water
Riverfront	Slope Side	Waterfront	
Lot Description			
Access Type - Other	Access Type - Road	Access Type - Water	Corner
Flag	Irregular	Lake on Lot	Level

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New Development	Open	Pond on Lot	Possible Subdivision
Private Lake Other	Stream on Lot	Wooded	
Association Fee	Water Softener - Own	Water Softener - Rent	Whole House Water Filter
Above Ground	Hot Tub	Indoor	Inground
Outdoor	Pool	Resistance / Spa	
Pre-Wiring			
Cable	Entertainment System	Garage Door	Generator
Phone Jacks	Security System		
Property Description			
Acreage	_ Community Living	Easement	Eco-Friendly (Green)
Farm / Ranch	Farm / Ranch / Plantation	Farm Assessment	Fenced Farm Acreage
Ski Property Road Type	Vineyard	Winery	
4 Way Interchange	City / Town Street	County Street	Interchange
Interstate	Main Thoroughfare	Private Road	State Road
Turnpike	□ Maili Horougillare	Filvate Road	State Road
Roof			
Asphalt / Fiberglass	Asphalt Shingle Roof	Cedar Shake	Cement Tiles
Composition Shingle	Fiberglass	Metal Roof	Rubber
Slate Roof	Spanish Tiles	Tar & Gravel	Wood Shingles / Shakes
Rooms			
Artist Studio	Billiards Room	Casita	Library
Media Room / Home Theater	Staff Quarters		
Special Market	П., ", "	□	
College / University	Hospitality	International Properties	Luxury Properties
Military Properties Views	NewHomes	Resort / Lake	
Bay	City / Strip	Golf	Lake & Stream
Mountain	Ocean	Pond	Scenic
Sound	Water		
	List Hub	Reporting	
	Schedule		
	Repor	t Theme	
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### Tour Factory

Music Selection	
Search Categories	
	Residential w/Acreage
	Vaterfront Property
Interior Amenities  24-Hour Door Person	Fireplace
	Forced Air
	Gas Heat
	Hardwood Floors
Bathroom on Main Floor	Office/Den
	Satellite Dish
	Surround Sound
	ile Floors
	Jtilities on Main Floor
	Jtilities on Upper Floor /aulted Ceilings
	Vater Softener
Exterior Amenities	valor contents
	Parking/Garage Included
	Roof Top Deck
	Sauna
	Spa
	Sports Court
	Swimming Pool
	ennis Court
L_J V	Vorkshop - Detached
Property Amenities	
	Fully Fenced
	Gated Community  Golf Course Lot
	High-Rise
	ow-Rise
	Partially Fenced
	Sprinkler System
	/iew Property
Custom Amenities	
(32 character max each line)	
1	9
2	10
3	
4	12
5	13
6	14
7	15
0	16

### xPressDocs Property Brochure

QR Code on Brochure 2 Agent Brochure (Please note QR & 2 agent effect character counts) PHOTOS: (ID NAME/#) in order (STANDARD BROCHURE)
Details
Property Address  Subdivision/City/Area
Price Headline (Front) (42 character max)
Specifications Headline (Back) (68 character max)  Description (Back): (680 character max) (2 Agent 600 character max)
Description (86 character max)
Bullet points: (60 character max)  1
3
4
5
6



Sothebys

# 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	r 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 primar	ry agent is unavailable or out of to	wn. 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 Requir	red			
4) Beware of Animals (see remarks)				
5) Have SHOWING AGENT leave a Business Card on counter/ta	able			
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.)				
	·			