

**GENERAL INFORMATION**

**STREET NUMBER:** \_\_\_\_\_ **STREET DIR PREFIX:** \_\_\_\_\_ **STREET NAME:** \_\_\_\_\_

**STREET SUFFIX:** \_\_\_\_\_ **STREET DIR SUFFIX:** \_\_\_\_\_ **UNIT#:** \_\_\_\_\_

**COUNTY:** \_\_\_\_\_ **CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_

**ZIP CODE:** \_\_\_\_\_

**COMMUNITY:** (CHECK ALL THAT APPLY)  AIRSTRIP  BEACH ACCESS  BOAT RAMP  BOAT/CAMPER/VAN PARKING

GATED  LAKE  NONE  PARK  PATHS/BIKE-WALK  SECURITY  SIDEWALKS  STREET LIGHTS

WALK TO SCHOOL  WALK TO SHOPPING

**ADVERTISED SUBDIVISION:** \_\_\_\_\_

**LIST PRICE:** \_\_\_\_\_ **ON MARKET DATE:** \_\_\_/\_\_\_/\_\_\_ **EXPIRE DATE:** \_\_\_/\_\_\_/\_\_\_

**CCR:**  Y  N

**PROPERTY SUB TYPE:**  DUPLEX  MULTI-BUILDING  QUADPLEX  TRI-PLEX

**PROPERTY DESCRIPTION:**  CARRIAGE HOUSE  EFFICIENCY APRT.  GARAGE APRT.  HOUSE

LOWER LEVEL APRT.  MOBILE HOME  OTHER

**RECREATION:** (CHECK ALL THAT APPLY)  CLUBHOUSE  FITNESS CENTER

GOLF COURSE  MARINA/DOCK  PLAYGROUND  POOL COMMUNITY

RACQUETBALL  STABLES  SWIM TEAM  TENNIS COURTS  TENNIS TEAM VOLLEYBALL

**SELLER:** (CHECK ALL THAT APPLY)  CORPORATE  COURT ORDER

DEVELOPER  ESTATE  HOMEOWNER/OWNER  INSTITUTION  INVESTOR

OTHER  RELOCATION  BANK  BUILDER

**ELEMENTARY SCHOOL:** \_\_\_\_\_

**MIDDLE SCHOOL:** \_\_\_\_\_

**HIGH SCHOOL:** \_\_\_\_\_

SAVANNAH MULTI-LIST CORPORATION MULTI-FAMILY LISTING INPUT FORM

**DIRECTIONS:**(300 Character max)

**PUBLIC REMARKS:**(1000 Characters max)

**SYNDICATION REMARKS:**(1000 Characters max) If you leave this blank, Public Remarks will automatically be copied into this field.

**Listing Agent/Office**

**AGENT ID:** \_\_\_\_\_

CO-LIST AGENT ID: \_\_\_\_\_

**AGENCY:**  EXCLUSIVE AGENCY  EXCLUSIVE RIGHTS TO SELL  LIMITED SERVICE LISTINGS

**CONDITIONS INFORMATION**

**HOME WARRANTY:**  NEGOTIABLE  YES  NO

**POSSESSION:**  3-7 DAYS AFTER CLOSE  AFTER CLOSE  AT CLOSING  IMMEDIATE  LEASED

NEGOTIABLE  OTHER  PRIOR TO CLOSE  SEE AGENT REMARKS

**MAY SELL:**  1031  ARM  ASSUME  CASH  CONSTRUCTION  CONVENTIONAL  CREDIT REPORT REQUIRED

EQUITY  FHA  FHLMC APPROVAL  FNMA APPROVAL  GHFA LOAN  LEASE OPTION

LEASE PURCHASE  NON-QUALIFYING  OTHER  OWNER 1<sup>ST</sup>  OWNER 2<sup>ND</sup>  PRIVATE  QUALIFYING

REALEASE OF ELIGIBILITY  REALEASE OF LIABILITY  USDA  VA  WRAP AROUND

**SPECIAL LISTING CONDITIONS**  AUCTION  MATERIAL RELATIONSHIP  NOTICE OF DEFAULT  PROBATE

REO  SHORT SALE  STANDARD

**INCLUSIONS:**  ALARM-SMOKE/FIRE  CEILING FANS  CENTRAL VACUUM  DRYER  GAS LOGS

INTERCOM/RADIO  NONE  OTHER-SEE AGENT REMARKS  REFRIGERATOR  SATELLITE DISH

SECURITY SYSTEM  SPEAKER; WIRED  WASHER  WATER SOFTENER  WATER TREATMENT

**EXCLUSIONS:** \_\_\_\_\_

**PROPERTY MANAGEMENT:**  YES  NO

**PROPERTY MGT NAME:** \_\_\_\_\_ **PROPERTY MGT PHONE:** \_\_\_\_\_

**TENANT PAYS:**  ASSOCIATION FEES  CABLE  ELECTRIC  GAS  LANDSCAPE MAINTENANCE  SEWER

TELEPHONE  TRASH  WATER

**LAND LEASE:**  YES  NO **LAND LEASE AMOUNT:** \_\_\_\_\_

**LAND LEASE AMT FREQUENCY:** \_\_\_\_\_ **LAND LEASE EXPIRE DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**EXTERIOR**

GARAGE SPACES: \_\_\_\_\_

CARPORT SPACES: \_\_\_\_\_

PARKING PAD SPACES: \_\_\_\_\_

ASSIGNED SPACES: \_\_\_\_\_

**PARKING DESCRIPTION:**  ATTACHED  AUTO GARAGE DOOR  DETACHED  DRIVE UNDER/BASEMENT GOLF CART GARAGE  KITCHEN LEVEL ENTRY  OFF STREET  PARKING LOT  PARKING SHED RV/BOAT PARKING  SIDE/REAR ENTRANCE  STORAGE ROOM  STREET PARKING**DOCK:**  YES  NO # OF SLIPS: \_\_\_\_\_**DOCK SLIP DESCRIPTION:**  BOAT RAMP  BOAT SLIP-COVERED  BOAT SLIP-UNCOVERED  COMMUNITY DOCK DOCK APPROVAL REQUIRED  DOCK-COVERED  DOCK-UNCOVERED  NO DOCK RIGHTS  PRIVATE SLIP AVAILABLE  SLIP FEE REQUIRED  SLIP NO FEE**POOL/HOT TUB:**  YES  NO**POOL/HOT TUB DESCRIPTION:**  ABOVE GROUND POOL  GLASS ENCL/INSIDE HOUSE  HEATED  HOT TUB IN GROUND POOL  SCREEN ENCLOSURE  SPA**EXTERIOR HOUSE:**  BALCONY  BARBEQUE GRILL  COURTYARD  DECK  FIREPIT  FRONT PORCH GAS GRILL  OTHER  PATIO COVERED  PATIO UNCOVERED  PORCH  SCREENED PORCH  TERRACE WRAP PORCH**EXTERIOR LOT:**  ALLEY  FENCED YARD  GARDEN AREA  INVISIBLE FENCE  LIGHTING LANDSCAPE LIGHTNING SECURITY  OTHER  PRIVACY FENCE  SPRINKLER SYSTEM  SPRINKLER SYSTEM W/ WELL SWING/GYM SET  TENNIS COURT**FENCING:**  BARBED WIRE  BRICK  CHAIN LINK  CONCRETE  CONCRETE BLOCK  CROSS  ELECTRIC INVISIBLE  ORNAMENTAL METAL  PICKET  POST AND RAIL  PRIVACY  SPLIT RAIL  STONE VINYL(PVC)  WIRE MESH  WOOD  WROUGHT IRON**OTHER STRUCTURES:**  BARN  GAZEBO  GREEN HOUSE  OTHER  OUT BUILDING  PLAY HOUSE POND HOUSE  POOL HOUSE  SHED  STABLES  STORAGE BUILDING  WORKSHOP

**STRUCTURE****ADA FEATURES:**  YES  NO**ADA FEATURES:**  30' DOORS  BIG BATH  HIGH GARAGE  LEVERED  LOW COUNTERS LOW SWITCHES  NO STEPS  NONE  OTHER  RAMP ACCESS  SHOWERS  WIDE HALLS

BUILDING NAME: \_\_\_\_\_ TOTAL NUMBER OF BUILDINGS: \_\_\_\_\_

**Total BEDS:** \_\_\_\_\_ **Total FULL BATHS:** \_\_\_\_\_ **TOTAL HALF BATHS:** \_\_\_\_\_ **# BUILDING STORIES:** \_\_\_\_\_**YEAR BUILT:** \_\_\_\_\_ **SQFT:** \_\_\_\_\_**SQFT SOURCE:**  APPRAISAL  BUILDER  FLOOR PLAN  HOMEOWNER  MEASURED  OTHER  TAX

ASSESSOR

BUILDER MODEL: \_\_\_\_\_ BUILDER NAME: \_\_\_\_\_

**NEW CONSTRUCTION:**  YES  NO **NEW CONSTRUCTION DESC:**  NEVER LIVED IN  PROPOSED UNFINISHED

TOTAL # OF UNITS: \_\_\_\_\_

**PROPERTY ATTACHED:**  YES  NO (Is the structure on this property physically connected to another structure?)**COMMON WALLS:**  1 COMMON WALL  2 COMMON WALLS  3 COMMON WALLS  NO COMMON WALLS NO ONE ABOVE  NO ONE BELOW**PENTHOUSE**  YES  NO**STYLE:**  A-FRAME  ARCHITECTURAL  BUNGALOW  CAPE COD  COLONIAL  CONTEMPORARY COUNTRY/RUSTIC  EUROPEAN  FRENCH PROVINCAL  LOFT  LOW COUNTRY  MANUFACTURED MOBILE  MODULAR  OTHER  RANCH  SPANISH  TRADITIONAL  TUDOR  VICTORIAN**CONSTRUCTION:**  ALUMINUM  ASBESTOS  BRICK  BRICK/SIDING  CEDAR  CINDER BLOCK CONCRETE SIDING  FRAME  GP/LP SIDING  LOG  MASONITE  METAL SIDING  OTHER PRESS BOARD SIDING  ROUGH SAWN SIDING  SIDING  STEEL  STONE  STONE/FRAME STUCCO UNKOWN  STUCCO-EIFS  STUCCO-HARD COAT  TABBY  VINYL  WOOD**ENERGY FEATURES:**  DOUBLE PANE/THERMO  ELECTRIC AIR FILTER  ENERGY STAR  EXTRA INSULATION LEEDS  NAHB GREEN  NONE  OTHER  PROGRAMMABLE THERMOSTAT  RIDGE VENTS ROOF TURBINES  ROOF VENT FANS  STORM DOORS  STORM WINDOWS**STRUCTURE:**  BOARDED UP  CONDEMNED  COSMETIC REPAIR  NO POWER  RENOVATED  RESTORED SHELL  STRUCTURAL REPAIRS  TAX INCENTIVES  UNRESTORED  UPDATED**FOUNDATION:**  BLOCK  BRICK  CONCRETE  NONE  OFF GROUND  OTHER  PIER  RAISED SLAB SLAB**ROOF:**  ASPHALT  COMPOSITION  CONCRETE  COPPER  METAL/STEEL  OTHER ROLLED RUBBER  SLATE  TAR/GRAVEL  TILE  TIN  WOOD SHINGLE

**UNITS** COMPLETE ONE UNIT PAGE FOR EACH UNIT

BEDS: \_\_\_\_\_ FULL BATHS: \_\_\_\_\_ HALF BATHS: \_\_\_\_\_ # UNIT STORIES: \_\_\_\_\_

FLOOR LOCATION: \_\_\_\_\_ RENT: \_\_\_\_\_ DEPOSIT: \_\_\_\_\_

PARKING SPACES: \_\_\_\_\_ LOCKBOX: \_\_\_\_\_ UNIT AVAILABLE: \_\_\_\_\_

**OCCUPIED:** (CHECK ONE)

AVAILABLE 1 YEAR  AVAILABLE 1-3 MO  AVAILABLE 3-6 MO  OTHER  OWNER  TENANT

VACANT

**RENT INCLUDES:** (CHECK ALL THAT APPLY)

ELECTRIC  GARAGE  GARBAGE  GAS  MAINTENANCE  WATER

**FEATURES:** (CHECK ALL THAT APPLY)

CARPET  CENTRAL AIR  CENTRAL HEAT  DECK  DISHWASHER  DISPOSAL  DRYER

FIRE ALARM  FIREPLACE  FURNISHED  HANDICAPPED  HARDWOOD FLOORS  NONE  OTHER

OTHER HEAT  PATIO  RANGE  REFRIDGERATOR  W/D CONNECTION  WASHER  WINDOW UNITS

**TENAT OCCUPIED:**  YES  NO

**LEASE INFORMATION:**  MONTH-TO-MONTH  MULTI-YEAR  OTHER  PROPERTY MANAGEMENT  SIX-MONTH  
LEASE  VACATION  YEAR LEASE

**RENTAL INFORMATION:**  CARRIAGE HOUSE APARTMENT  EFFICIENCY APARTMENT

ENTRIE HOUSE  GARAGE APARTMENT  LOWER LEVEL APARTMENT  MOBLIE HOME

OTHER

LEASE TERM ENDS: \_\_\_\_\_

**INTERIOR INFORMATION**

**APPLIANCES:**  COMMERCIAL GRADE  CONVECTION OVEN  COOKTOP-SEPARATE  DISHWASHER

DISPOSAL  DOUBLE OVEN  DRYER  ELECTRIC  FIREPLACE  FREEZER  FURNISHED  GAS

HOOD FAN  ICE MAKER MACHINE  ICE MAKER CONNECTION  INDOOR GRILL

INSTANT HOT WATER  MICROWAVE  NONE  RANGE  RANGE/OVEN  REFRIGERATOR

SELF-CLEAN OVEN  SINGLE OVEN  TRASH COMPACTOR  W/D CONNECTION  WARMER OVEN

WASHER  WINE CHILLER

**ATTIC:**  NONE  OTHER  PULL DOWN  SCUTTLE  STAIRS  WALKIN

**BASEMENT:**  BATH FINISHED  BATH STUBBED  BOAT DOOR  CRAWL SPACE  DAYLIGHT

EARTHEN  ENTRANCE-INSIDE  ENTRANCE-OUTSIDE  FINISHED ROOMS  FULL  NONE

PARTIAL FINISHED  UNFINISHED  WALK OUT

**FIREPLACE FEATURES:**  ELECTRIC  FACTORY BUILT  FREE STANDING  GAS  GAS STARTER

MASONRY  NON-WORKING  SEE-THRU  STONE  VENTLESS  WOOD BURNING  WOOD STOVE

**FLOORS:**  BRICK  CARPET  CERAMIC  CONCRETE  HARDWOOD  MARBLE  OTHER

PARQUET  SLATE  TERRAZO  TILE  VINYL  WALL TO WALL CARPET  WOOD

**LAUNDRY:**  BASEMENT  BATHROOM  DRYER CONNECTION  GARAGE  HALL  KITCHEN

LAUNDRY CHUTE  LAUNDRY ROOM  NONE  OTHER  SINK  UPSTAIR  WASHER CONNECTION



**PROPERTY**

**LOT DESCRIPTION:**  CITY  CORNER  CUL-DE-SAC  GOLF COURSE  GREENBELT  INTERIOR  IRREGULAR  
 LEASED LAND  LEVEL  NONE/CONDO  OPEN LAND  PRIVATE BACKYARD  SLOPING  TOWNHOUSE  
 WOODED

**LOT VIEW:**  CREEK  DEEP WATER  GOLF COURSE  LAGOON  LAKE  MARSH  OCEAN  PARK  POND  
 RIVER  STREAM  TIDAL CREEK  WOODS

**ROAD SURFACE:**  ASPHALT  BRICK  COBBLESTONE  CONCRETE  CURB  CURB & GUTTER  DIRT  
 GRAVEL  NONE  OTHER  PAVED  SHELL  STONE  UNPAVED

**HORSES ALLOWED:**  YES  NO

**LEGAL DESCRIPTION:** \_\_\_\_\_

LEGAL SUBDIVISION: \_\_\_\_\_

LOT DIMENSIONS: \_\_\_\_\_

**ACRES:** \_\_\_\_\_ **POSTAL CITY:** \_\_\_\_\_

**PARCEL #/ PIN:** \_\_\_\_\_ **PHASE SECTION:** \_\_\_\_\_ **LOT NUMBER:** \_\_\_\_\_

GOLF COURSE NAME: \_\_\_\_\_ GOLF COURSE HOLE NUMBER: \_\_\_\_\_

WATERWAY NAME: \_\_\_\_\_ NUMBER OF LOTS: \_\_\_\_\_

ZONING: \_\_\_\_\_

**ROAD RESPONSIBILITY:**  ASSOCIATION  CITY  COUNTY  FEDERAL  PRIVATE  STATE

**ZONING DESCRIPTION:**  AGRICULTURAL  COMMERCIAL  MIXED USE  MULTI FAMILY  SINGLE FAMILY

**WATERFRONT:**  YES  NO

**WATERFRONT TYPE:**  CREEK  DEEP WATER  LAGOON  LAKE  MARSH FRONT  OCEAN FRONT  POND

RIVER  STREAM  TIDAL CREEK

**SYSTEMS**

**CABLE:**  CABLE ACCESS  CABLE IN STREET  CABLE READY  NONE

**# COOL UINTS:** \_\_\_\_\_

COOL SOURCE:  ELECTRIC  GAS  NONE  OTHER  SOLAR

**COOL TYPE:**  CENTRAL  COMMON  HEAT PUMP  NONE  OTHER  WALL UNIT

WHOLE HOUSE FAN  WINDOW  ZONED

**ELECTRIC:**  110 VOLT  220 VOLT  3 PHASE  440 VOLT  RV 30 AMP  RV 50 AMP

**# HEAT UNITS:** \_\_\_\_\_

HEAT SOURCE:  ELECTRIC  GAS  NONE  OIL  OTHER  PROPANE  SOLAR  STEAM  WOOD

HEAT TYPE:  BASEBOARD  CENTRAL  COMMON  FLOOR FURNACE  FORCED AIR

HEAT PUMP  OTHER  RADIATOR/RADIANT  SPACE HEATER  WALL UNIT  WINDOW UNIT

ZONED

**GAS:**  NATURAL GAS  PRIVATE LP TANK

**SEWER:**  GRINDER PUMP  NONE  PUBLIC SEWER  SEPTIC TANK  SEWER IN STREET

STROM SEWER  UNKOWN

**TELEPHONE:** \_\_\_\_\_

**UNDERGROUND UTILITES:**  YES  NO

**WATER:**  COMMUNITY WELL  NONE  PRIAVTE WELL  PUBLIC WATER  UNKOWN

**# WATER HEATERS:** \_\_\_\_\_

WATER HEATER TYPE:  ELECTRIC  GAS  NONE  SOLAR

## **FINANCIAL**

**ASSOCIATION:**  YES  NO

**ASSOCIATION FEE AMOUNT:** \_\_\_\_\_

**ASSOCIATION FEE FREQUENCY:**  ANNUAL  QUARTERLY  MONTHLY  BI-MONTHLY  WEEKLY

ONE-TIME  NONE

**ASSOCIATION NAME:** \_\_\_\_\_

**ASSOCIATION PHONE:** \_\_\_\_\_

**FLOOD INSURANCE:**  NO  YES  UNKOWN

**ANNUAL FLOOD INSURANCE AMOUNT:** \_\_\_\_\_

**FIRE DEPARMENT DUES:**  YES  NO

**SUB LEASE:**  YES  NO

**TAX YEAR:** \_\_\_\_\_

**TAX AMOUNT:** \_\_\_\_\_

**TRASH COLLECTION:**  YES  NO

**TRASH COLLECTION FEE:**  YES  NO

**SHOWING****IDX OPT IN:**  YES  NO**INTERNET LISTING DISPLAY:**  YES  NO**INTERNET ADDRESS ALLOWED:**  YES  NO**IDX CONSUMER COMMENT:**  YES  NO**IDX AUTOMATED VALUATION:**  YES  NO**CLB:**  YES  NO (CLB = Y means you have a SAR / Supra lockbox on the property)

LOCKBOX NUMBER 1: \_\_\_\_\_ LOCKBOX NUMBER 2: \_\_\_\_\_

VIRTUAL TOUR SYNDICATION: \_\_\_\_\_ (BRANDED)

VIRTUAL TOUR IDX UNBRANDED: \_\_\_\_\_

**VOW ADDRESS ALLOWED:**  YES  NO**VOW AVM:**  YES  NO**VOW CONSUMER COMMENT:**  YES  NO**VOW ENTIRE DISPLAY:**  YES  NO

ACCESS CODE: \_\_\_\_\_

SIGN ON PROPERTY:  YES  NO**SHOWING INSTURCTIONS:**  24 HOUR ACCESS  APPOINTMENT-AGENT  APPOINTMENT-ONLY CENTRAL LOCK BOX  CENTRALIZED SHOWING SYSTEM  COMBO BOX  COURTESY CALL GATE CODE REQ.  GATE PASS REQ.  KEY IN OFFICE  SEE AGENT REMARKS  SHOW AT WILL SPECIAL HOURS  SPECIAL NOTICE**SHOWING INFORMATION:**  ALARM-MUST CALL OFFICE  DAY SLEEPER  NO A.M.  NO SIGN OCCUPIED  OWNER OCCUPIED  PET-MUST CALL OFFICE  SEE AGENT REMARKS TENANT OCCUPIED  UNDER CONTRUCTION  VACANT**AGENT REMARKS:** (500 CHARACTERS MAX)**IN-HOUSE INFORMATION:** (255 CHARATER MAX)

SAVANNAH MULTI-LIST CORPORATION MULTI-FAMILY LISTING INPUT FORM

PRICE CHANGES & EXTENSIONS

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ PRICE: \$ \_\_\_\_\_ SELLER INITIALS: \_\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ PRICE: \$ \_\_\_\_\_ SELLER INITIALS: \_\_\_\_\_

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DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ PRICE: \$ \_\_\_\_\_ SELLER INITIALS: \_\_\_\_\_

(MUST ENTER AS NEW LISTING IF OFF MARKET OVER 30 DAYS)

MLS#: \_\_\_\_\_ CROSS LINK MLS: \_\_\_\_\_

PUT BACK ON MARKET: \_\_\_\_/\_\_\_\_/\_\_\_\_ SELLER INITIALS: \_\_\_\_\_

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EXTENSION THROUGH: \_\_\_\_/\_\_\_\_/\_\_\_\_ SELLERS INTIALS: \_\_\_\_\_

EXTENSION THROUGH: \_\_\_\_/\_\_\_\_/\_\_\_\_ SELLERS INTIALS: \_\_\_\_\_

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EXTENSION THROUGH: \_\_\_\_/\_\_\_\_/\_\_\_\_ SELLERS INTIALS: \_\_\_\_\_

**DISCLOSURE/DISCLAIMER:** Owner understands and agrees to all information above and property characteristics in SMLC computer system will be provided to agents who may represent other parties, and, with the Broker's permission, will participate in SMLC Broker Reciprocity. Owner hereby waves any claims against Broker and SMLC and its employees for any and all claims, suits or causes of action whenever asserted arising out of such disclosure. Owner(s) agree(s) above information is true and correct to the best of his/her knowledge.

Owner Signature \_\_\_\_\_ Owner Signature \_\_\_\_\_

Agent Signature \_\_\_\_\_ Agent Signature \_\_\_\_\_