



Field names with character/selection limits in Tempo contain the limit number in parenthesis (#).

New fields/values are indicated in highlight.

Required fields are listed in Red.

Property Address

AP # \_\_\_\_\_ List Date \_\_\_ / \_\_\_ / \_\_\_ Expiration Date \_\_\_ / \_\_\_ / \_\_\_

MLS INFORMATION

MLS # System Generated Status System Generated

Street Number \_\_\_\_\_ Direction (1)  E  N  S  W Street Name \_\_\_\_\_

Street Type \_\_\_\_\_ Unit # \_\_\_\_\_ City \_\_\_\_\_ Area \_\_\_\_\_

(Example: Avenue, Street, Alley, Circle)

- County (1)  Orange (OR)  Ventura (VE)  Other California County (OT)
 Los Angeles (LA)  Imperial (IM)  Other State (OS)
 Riverside (RI)  Santa Barbara (BA)  Foreign Country (FC)
 San Bernardino (SB)  San Luis Obispo (SO)
 San Diego (SD)  Kern (KE)

State \_\_\_\_\_ TGNO \_\_\_\_\_
Zip \_\_\_\_\_ Zip 4 \_\_\_\_\_
Cross Streets \_\_\_\_\_

List Price \_\_\_\_\_ Business Class (1)  Agriculture  Manufacturing  Service
 Extraction  Retail  Wholesale

Business Type (1)

- Accountant  Clothing  Food Services  Motion Picture Ind  Security
 Attorney  Coin Operated  Gift/Floral/Card Shops  Oil/Gas Wells  Services - General
 Auto Sale/Rental  Communication  Hardware  Other - See Remarks  Services -
 Auto Spcl Equip  Computers  Home Prod Svcs  Party Crafts  Office/Professional
 Automotive/Service Stations  Construction  Janitorial  Pets  Sports
 Beauty Shop  Convenience Market/Dairy/Supermarket  Laundry-Wash Prs  Ranch/Farm  Storage
 Beauty Supply  Distribution/Wholesale  Liquor Stores  Real Estate  Taverns/Cocktail Lounges
 Beauty Tanning  Dry Cleaners  Live Stock  Recreation  Transportation
 Body Shop/Paint  Entertainment  Manufacturing  Retail  Video Store
 Car Wash  Eye/Hearing Care  Medical Related  Sand & Gravel
 Child Care Related  Financial  Motel/Hotel  School

Doing Business As \_\_\_\_\_ DBA Since Date \_\_\_ / \_\_\_ / \_\_\_

DBA Purchased Date \_\_\_ / \_\_\_ / \_\_\_ AP # \_\_\_\_\_ Zoning \_\_\_\_\_

Listing Agreement Type (1)  Exclusive Agency  Net  Service Level  Full Service
 Exclusive Right To Sell/Lease  Open  Limited Service
 Exclusive Right With Exception  Probate  MLS Entry Only

Have \_\_\_\_\_ Gross scheduled Income \_\_\_\_\_ Motivation \_\_\_\_\_

Want \_\_\_\_\_ Form of Ownership (1)  Corporation  S Corporation
 Franchise  Sole Proprietorship
 Partnership

- Terms (6)  All Inclusive Trust Deed  Exchange  Lse-Opt to Buy  Subject to Court  VA Loan
 Assumable with No Restrictions  Fannie Mae  Owner May Carry  Subject to Estate Ruling  VA No Loan
 Assumable with Restrictions  FHA Loan  Owner Will Carry  Subject to Other  VA No No Loan
 Cal Vet  Fractional Interest  Seller Lease Back  Submit
 Cash  Freddie Mac  Seller Pays Closing Costs  Tenants in Common
 Cash To Existing Loan  Joint Venture  Shared Equity  Trade
 Cash To New Loan  Land Contract  Small Business Ad  Trust Conveyance

Paid by Tenant (5)  Air Cond/Heat Maint  Trash  Private Transfer Taxes  Y  N
 Electricity  Water
 Gas

**Property Description** (1000 Character Limit) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Directions** (250 Character Limit) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Real Estate Included**  NA  Y  N      **Lease Type**  Gross  Percent  
 (1)  Modified Gross  Triple Net

**Lease Expiration Date** \_\_\_ / \_\_\_ / \_\_\_      **How Long Established** \_\_\_      **With Present Owner** \_\_\_

**Monthly Rent \$** \_\_\_\_\_      **Average Customer Count** \_\_\_\_\_      **Parking Spaces** \_\_\_\_\_

**Parking Type** (14)

- |   |   |   |  |   |
|---|---|---|--|---|
| <input type="checkbox"/> Above Street Level Parking | <input type="checkbox"/> Driveway – Brick         | <input type="checkbox"/> Garage – Three Door        | <input type="checkbox"/> Oversized Garage      | <input type="checkbox"/> Shared Driveway      |
| <input type="checkbox"/> Additional                 | <input type="checkbox"/> Driveway – Combination   | <input type="checkbox"/> Garage – Two Door          | <input type="checkbox"/> Parking Fee           | <input type="checkbox"/> Side by Side Parking |
| <input type="checkbox"/> Assigned Parking           | <input type="checkbox"/> Driveway – Concrete      | <input type="checkbox"/> Gated Underground Parking  | <input type="checkbox"/> Parking Space Conveys | <input type="checkbox"/> Sink in Garage       |
| <input type="checkbox"/> Auto Driveway Gate         | <input type="checkbox"/> Driveway – Gravel        | <input type="checkbox"/> Heated Garage              | <input type="checkbox"/> Permit/Decal          | <input type="checkbox"/> Street               |
| <input type="checkbox"/> Available                  | <input type="checkbox"/> Driveway – Pavers        | <input type="checkbox"/> Interior Access            | <input type="checkbox"/> Pipestem Driveway     | <input type="checkbox"/> Tandem               |
| <input type="checkbox"/> Boat Parking               | <input type="checkbox"/> Driveway Gate            | <input type="checkbox"/> None                       | <input type="checkbox"/> Porte-Cochere         | <input type="checkbox"/> Unassigned Parking   |
| <input type="checkbox"/> Built-In Storage           | <input type="checkbox"/> Garage – 4+ Doors        | <input type="checkbox"/> Off Site Parking           | <input type="checkbox"/> Rotational            | <input type="checkbox"/> Uncovered            |
| <input type="checkbox"/> Circular Driveway          | <input type="checkbox"/> Garage – Extended Length | <input type="checkbox"/> Off Street                 | <input type="checkbox"/> RV Complex/Park       | <input type="checkbox"/> Under Home Parking   |
| <input type="checkbox"/> Community Garage           | <input type="checkbox"/> Garage – Front Entry     | <input type="checkbox"/> Off Street Parking         | <input type="checkbox"/> RV Covered            | <input type="checkbox"/> Valet Parking        |
| <input type="checkbox"/> Controlled Entrance        | <input type="checkbox"/> Garage – Rear Entry      | <input type="checkbox"/> Offsite Parking for Guests | <input type="checkbox"/> RV Enclosed           | <input type="checkbox"/> Workbench in Garage  |
| <input type="checkbox"/> Covered Parking            | <input type="checkbox"/> Garage – Side Entry      | <input type="checkbox"/> On Street Parking          | <input type="checkbox"/> RV Gated              | <input type="checkbox"/> Workshop             |
| <input type="checkbox"/> Deck(s)                    | <input type="checkbox"/> Garage – Single Door     | <input type="checkbox"/> Onsite Parking for Guests  | <input type="checkbox"/> RV Hook-Ups           |   |
| <input type="checkbox"/> Deeded Parking/Garage      | <input type="checkbox"/> Garage – Swing-In        | <input type="checkbox"/> Overhead Storage           | <input type="checkbox"/> Shared                |   |

**Phase** \_\_\_\_\_      **Voltage** \_\_\_\_\_      **Amps** \_\_\_\_\_      **Approx Total SqFt** \_\_\_\_\_      **Price Per SqFt \$** *System Generated*

**Source**  Appraiser  Builder  Landlord/Tenant/Seller  Plans  Survey  
 (1)  Assessor  Estimated  Other  Seller  Taped      **Lease/SqFt** \_\_\_\_\_

**Lot Description** (20)

- |  |   |   |  |  |
|--|---|---|--|--|
| <input type="checkbox"/> Backs to Parkland   | <input type="checkbox"/> Estuary Front                | <input type="checkbox"/> No Trees             | <input type="checkbox"/> Rip-Rapped                    | <input type="checkbox"/> Some Landscaping        |
| <input type="checkbox"/> Back to Trees       | <input type="checkbox"/> Fruit Trees                  | <input type="checkbox"/> Non-Tidal Wetlands   | <input type="checkbox"/> Rolling                       | <input type="checkbox"/> Sparsely Treed Lot      |
| <input type="checkbox"/> Bay Front           | <input type="checkbox"/> Heavily Treed Lot            | <input type="checkbox"/> Non on Thru Street   | <input type="checkbox"/> Room for a Pool               | <input type="checkbox"/> Stone Retaining Walls   |
| <input type="checkbox"/> Beach Access        | <input type="checkbox"/> Lagoon Front                 | <input type="checkbox"/> Ocean Access         | <input type="checkbox"/> Room for Tennis Court         | <input type="checkbox"/> Tidal Wetlands          |
| <input type="checkbox"/> BLM/National Forest | <input type="checkbox"/> Lake on Lot                  | <input type="checkbox"/> On Navigable Water   | <input type="checkbox"/> Seasonal Creek                | <input type="checkbox"/> Utilities – Overhead    |
| <input type="checkbox"/> Canyon Rim          | <input type="checkbox"/> Large Tree(s) – over 40 Feet | <input type="checkbox"/> Playscape            | <input type="checkbox"/> Seawall                       | <input type="checkbox"/> Utilities – Underground |
| <input type="checkbox"/> Community Mailbox   | <input type="checkbox"/> Medium Tree(s) – 20-40 Feet  | <input type="checkbox"/> Possible Pool Site   | <input type="checkbox"/> Secluded                      | <input type="checkbox"/> Valley                  |
| <input type="checkbox"/> Creek/Stream on Lot | <input type="checkbox"/> Military Land                | <input type="checkbox"/> Premium Lot          | <input type="checkbox"/> Shade Trees                   | <input type="checkbox"/> Water Access            |
| <input type="checkbox"/> Cultivated          | <input type="checkbox"/> Moderately Treed Lot         | <input type="checkbox"/> Preserve/Public Land | <input type="checkbox"/> Single Loaded Street          |  |
| <input type="checkbox"/> Decorative Pond     | <input type="checkbox"/> Mountainous                  | <input type="checkbox"/> Private Beach        | <input type="checkbox"/> Slope – Gentle                |  |
| <input type="checkbox"/> Desert Back         | <input type="checkbox"/> Near Public Transit          | <input type="checkbox"/> Private Road         | <input type="checkbox"/> Slope – Steep                 |  |
| <input type="checkbox"/> Desert Front        | <input type="checkbox"/> No Landscaping               | <input type="checkbox"/> Reservoir            | <input type="checkbox"/> Small Tree(s) – Under 20 Feet |  |

**# Full Time Employees** \_\_\_\_\_      **# Part Time Employees** \_\_\_\_\_      **# Total Employees** \_\_\_\_\_      **Lease Deposit** \_\_\_\_\_

**Percent Lease** \_\_\_\_\_      **Owner Works (Hours/Week)** \_\_\_\_\_      **Owner Will Train**  NA  Y  N

**Renewal Option** \_\_\_\_\_      **Days & Hours Open** \_\_\_\_\_

**Equipment Included In Rental Space** (125 Character Limit) \_\_\_\_\_  
 \_\_\_\_\_

**Storage Facility** \_\_\_\_\_ **Average Mark Up** \_\_\_\_\_

**Exterior Construction (1)**

<input type="checkbox"/> Adobe	<input type="checkbox"/> Composition	<input type="checkbox"/> Log	<input type="checkbox"/> Rammed Earth	<input type="checkbox"/> Straw Bale
<input type="checkbox"/> Aluminum	<input type="checkbox"/> Concrete	<input type="checkbox"/> Log Siding	<input type="checkbox"/> Redwood Siding	<input type="checkbox"/> Stucco
<input type="checkbox"/> Asbestos	<input type="checkbox"/> Concrete Tiltup	<input type="checkbox"/> Manufactured Home	<input type="checkbox"/> Shake	<input type="checkbox"/> Stucco/Brick
<input type="checkbox"/> Asphalt	<input type="checkbox"/> Dryvit	<input type="checkbox"/> Masonry – 1 Side	<input type="checkbox"/> Shingle	<input type="checkbox"/> Stucco/Wood
<input type="checkbox"/> Block	<input type="checkbox"/> Fiber Cement	<input type="checkbox"/> Masonry – 2 Sides	<input type="checkbox"/> Siding	<input type="checkbox"/> Synthetic Stucco
<input type="checkbox"/> Brick	<input type="checkbox"/> Flagstone	<input type="checkbox"/> Masonry – 3 Sides	<input type="checkbox"/> Slump Block	<input type="checkbox"/> Unknown
<input type="checkbox"/> Brick and Wood	<input type="checkbox"/> Frame	<input type="checkbox"/> Masonry – All Sides	<input type="checkbox"/> Steel	<input type="checkbox"/> Vertical Siding
<input type="checkbox"/> Brick/Veneer	<input type="checkbox"/> Glass	<input type="checkbox"/> Metal	<input type="checkbox"/> Steel Siding	<input type="checkbox"/> Vinyl
<input type="checkbox"/> Cedar Siding	<input type="checkbox"/> Hard Coat Stucco	<input type="checkbox"/> Other	<input type="checkbox"/> Stone	<input type="checkbox"/> Wood
<input type="checkbox"/> Cement Board	<input type="checkbox"/> Hardee Plank	<input type="checkbox"/> Plaster	<input type="checkbox"/> Stone and Wood	
<input type="checkbox"/> Clapboard	<input type="checkbox"/> Lap	<input type="checkbox"/> Precast Concrete	<input type="checkbox"/> Stone Veneer	

**Roof (3)**

<input type="checkbox"/> Bahama	<input type="checkbox"/> Mansard	<b>Water (3)</b>	<input type="checkbox"/> District/Public	<input type="checkbox"/> Well
<input type="checkbox"/> Barrel Tile	<input type="checkbox"/> Metal Shake		<input type="checkbox"/> Lateral Not Installed/Must Tap Off Main	<input type="checkbox"/> Well – Shared
<input type="checkbox"/> Bitumen	<input type="checkbox"/> Other		<input type="checkbox"/> Meter on Property	<input type="checkbox"/> Well Permit Applied For
<input type="checkbox"/> Bituthene	<input type="checkbox"/> Rock/Stone		<input type="checkbox"/> Meter Paid/Not In	<input type="checkbox"/> Well Permit Not Applied For
<input type="checkbox"/> Common Roof	<input type="checkbox"/> Rolled/Hot Mop		<input type="checkbox"/> Other	<input type="checkbox"/> Well Permit on File
<input type="checkbox"/> Composition	<input type="checkbox"/> Rubber		<input type="checkbox"/> Pond	<input type="checkbox"/> Well/Irrigation Only
<input type="checkbox"/> Composition/Shingle	<input type="checkbox"/> Shingle – Asbestos		<input type="checkbox"/> Private	
<input type="checkbox"/> Concrete	<input type="checkbox"/> Shingle – Asphalt		<input type="checkbox"/> Public Hook-Up Available	
<input type="checkbox"/> Copper	<input type="checkbox"/> Shingle – Wood		<input type="checkbox"/> River	
<input type="checkbox"/> Elastomeric	<input type="checkbox"/> Slag/Built-Up		<input type="checkbox"/> Shared Spring	
<input type="checkbox"/> Flat Tile	<input type="checkbox"/> Slate		<input type="checkbox"/> Spring(s)	
<input type="checkbox"/> Foam	<input type="checkbox"/> Spanish Clay Tile		<input type="checkbox"/> Storage Tank(s)	
<input type="checkbox"/> Hip	<input type="checkbox"/> Wood Shakes		<input type="checkbox"/> Stream	
<input type="checkbox"/> Imitation Slate			<input type="checkbox"/> Tap Free	

**Heat (16)**

<input type="checkbox"/> Baseboard	<input type="checkbox"/> Hot Water	<input type="checkbox"/> S/W Changeover	<b>AC (9)</b>	<input type="checkbox"/> Attic Fan	<input type="checkbox"/> No Air Conditioning
<input type="checkbox"/> Central	<input type="checkbox"/> Hot Water Circulator	<input type="checkbox"/> Solar		<input type="checkbox"/> Attic Ventilator	<input type="checkbox"/> Other
<input type="checkbox"/> Coal	<input type="checkbox"/> Humidifier	<input type="checkbox"/> Solar Heat Other		<input type="checkbox"/> Bottled Gas	<input type="checkbox"/> Room Evap Air
<input type="checkbox"/> Combination	<input type="checkbox"/> Kerosene	<input type="checkbox"/> Solar Heat Passive		<input type="checkbox"/> Ceiling Fan(s)	<input type="checkbox"/> Room Refrig Air
<input type="checkbox"/> Electric	<input type="checkbox"/> Natural Gas	<input type="checkbox"/> Solar Heat Water		<input type="checkbox"/> Central	<input type="checkbox"/> Swamp Cooler(s)
<input type="checkbox"/> Electric Air Filter	<input type="checkbox"/> No Heating	<input type="checkbox"/> Space Heater(s)		<input type="checkbox"/> Dehumidifier	<input type="checkbox"/> Wall/Window
<input type="checkbox"/> Fireplace	<input type="checkbox"/> Oil	<input type="checkbox"/> Steam		<input type="checkbox"/> Dual	<input type="checkbox"/> Whole House Fan
<input type="checkbox"/> Floor Furnace	<input type="checkbox"/> Other Heating	<input type="checkbox"/> Wall Electric		<input type="checkbox"/> Electric	<input type="checkbox"/> Zoned
<input type="checkbox"/> Forced Air	<input type="checkbox"/> Pellet Stove	<input type="checkbox"/> Wall Gas		<input type="checkbox"/> Evaporative	
<input type="checkbox"/> Geothermal	<input type="checkbox"/> Propane	<input type="checkbox"/> Wood Burning Stove		<input type="checkbox"/> Geo-Thermal	
<input type="checkbox"/> Gravity Heating	<input type="checkbox"/> Radiant	<input type="checkbox"/> Zoned		<input type="checkbox"/> Heat Pump(s)	
<input type="checkbox"/> Heat Pump	<input type="checkbox"/> Radiator			<input type="checkbox"/> Natural Gas	

**ADA Compliant**  NA  Y  N    **Handicap Access**  NA  Y  N    **Dock**  NA  Y  N    **Railroad Access**  NA  Y  N

**Fire Sprinklers**  NA  Y  N    **Water District** \_\_\_\_\_

**Balance Sheet**

<b>Assets: Cash</b> _____	<b>Assets: Inventory</b> _____	<b>Assets: Accounts Receivable</b> _____
<b>Assets: Equipment</b> _____	<b>Assets: Leasehold Improvement</b> _____	<b>Assets: Real Estate</b> _____
<b>Assets: Other</b> _____	<b>Assets: Total</b> _____	<b>Liabilities: Accounts Payable</b> _____
<b>Liabilities: Accrued Expenses</b> _____	<b>Liabilities: Long Term Liability</b> _____	<b>Liabilities: Total</b> _____
<b>Retained Earnings</b> _____		

**Annual Expenses**

**Actual Expenses Provided by (1)**

<input type="checkbox"/> Accountant Provided	<input type="checkbox"/> Owner Provided	<b>Total Rent</b> _____
<input type="checkbox"/> Limited Information	<input type="checkbox"/> Pro Forma Available	
<input type="checkbox"/> None Available	<input type="checkbox"/> Tax Return	

**Utilities** \_\_\_\_\_

Vehicles _____	Insurance _____	Advertising _____
Accounting _____	Management _____	Supplies _____
Telephone Exp _____	Taxes (New) _____	Licenses _____
Equipment Rent _____	Repairs _____	Common Area Maintenance _____
Payroll Expense _____	Payroll Tax Exp _____	Other Expenses 1 _____
Other Expenses Amt 1 _____	Other Expenses 2 _____	Other Expenses Amt 2 _____
Other Expenses 3 _____	Other Expenses Amt 3 _____	Total Annual Expenses _____

### Annual Income Statement

Gross Sales _____	CFC Gross Profit _____	Total Expenses _____
Net Income _____	Owners Salary Factor <input type="checkbox"/> + <input type="checkbox"/> -	Owners Salary _____
Managers Salary Factor <input type="checkbox"/> + <input type="checkbox"/> -	Managers Salary _____	Interest Factor <input type="checkbox"/> + <input type="checkbox"/> -
Interest _____	Depreciation Factor <input type="checkbox"/> + <input type="checkbox"/> -	Depreciation _____
Fringes Factor <input type="checkbox"/> + <input type="checkbox"/> -	Fringes _____	Other Income Desc _____
		Other Income Amt _____

### Price Includes

Goodwill _____	License _____	Equipment _____
CNTC _____	Inventory _____	MCA _____
Lease Value _____	Real Estate _____	Price Includes Other 1 _____
Other Amount 1 _____	Price Includes Other 2 _____	Other Amount 2 _____
Total Price Includes _____	Down Pymt & Close Costs _____	

### ROI

Gross Profit _____	CFC Total Expense _____	CFC Principal _____
CFC Interest _____	Adjusted Net Income _____	Debt Service _____
Cash Flow _____	Down \$ _____	CFC ROI _____

### Showing Instructions

**Showing Instructions** (3)

<input type="checkbox"/> 24-Hour Notice	<input type="checkbox"/> Appointment with Occupant	<input type="checkbox"/> Day Sleeper	<input type="checkbox"/> Restricted Access – Call Listing Agent
<input type="checkbox"/> Agent or Owner to be Present	<input type="checkbox"/> Appointment with Office	<input type="checkbox"/> Go Direct	<input type="checkbox"/> Restricted Days
<input type="checkbox"/> Alarm on Property	<input type="checkbox"/> BEWARE OF DOG	<input type="checkbox"/> Keybox, Vacant	<input type="checkbox"/> Restricted Hours
<input type="checkbox"/> Animal(s) on Property	<input type="checkbox"/> Call First	<input type="checkbox"/> Pet(s) on Premises	<input type="checkbox"/> See Remarks
<input type="checkbox"/> Appointment Only	<input type="checkbox"/> Call Listing Office	<input type="checkbox"/> Registration Required	

**S/O Comp** \_\_\_\_\_ **S/O Comp**  \$  % **Dual/Variable Rate Comm**  Yes  No

**Owner Name** \_\_\_\_\_ **Show Phone Number** \_\_\_\_\_

**Lockbox Location (1)**

<input type="checkbox"/> Call Listing Office	<input type="checkbox"/> See Remarks
<input type="checkbox"/> Front Door	<input type="checkbox"/> Side Door
<input type="checkbox"/> Front Gate	<input type="checkbox"/> Side Gate
<input type="checkbox"/> Garage Door	<input type="checkbox"/> Sign Post
<input type="checkbox"/> Gas Meter	<input type="checkbox"/> Vault
<input type="checkbox"/> No Key Safe	<input type="checkbox"/> Water Pipe
<input type="checkbox"/> Rear Door	

**Lockbox Type (2)**

<input type="checkbox"/> Supra-SoCal MLS	<input type="checkbox"/> Supra-GSBMLS
<input type="checkbox"/> Supra-SRAR/BAOR	<input type="checkbox"/> Supra-MRMLS
<input type="checkbox"/> Call List Office	<input type="checkbox"/> Supra-Newport
<input type="checkbox"/> Combo-See Remarks	<input type="checkbox"/> Supra Key
<input type="checkbox"/> No Key Safe	<input type="checkbox"/> Multacc
<input type="checkbox"/> Other-See Remarks	
<input type="checkbox"/> Supra-DAMLS	

Gate Code \_\_\_\_\_

**List Office/Agent Information**

Fields denoted with an asterisk\* are "System Generated" in Tempo.

**List Office Name\*** \_\_\_\_\_ **List Office ID\*** \_\_\_\_\_

**List Office Phone\*** \_\_\_\_\_ **List Office Fax\*** \_\_\_\_\_

**List Agent Full Name\*** \_\_\_\_\_ **List Agent First Name\*** \_\_\_\_\_

**List Agent Last Name\*** \_\_\_\_\_ **List Agent ID\*** \_\_\_\_\_

**List Agent Preferred Phone** \_\_\_\_\_ **List Agent Preferred Phone Ext** \_\_\_\_\_ **List Agent Res Phone** \_\_\_\_\_

**List Agent Pref Fax** \_\_\_\_\_ **List Agent Cell Phone** \_\_\_\_\_ **List Agent Pager** \_\_\_\_\_

**List Agent Voicemail** \_\_\_\_\_ **List Agent Voicemail Ext** \_\_\_\_\_ **List Agent Email** \_\_\_\_\_

**List Agent Website** \_\_\_\_\_ **List Agent Blog Website** \_\_\_\_\_

**Co List Office/Agent Information**

**Co List Agent ID\*** \_\_\_\_\_ **Co List Agent Full Name\*** \_\_\_\_\_

**Co List Agent First Name\*** \_\_\_\_\_ **Co List Agent Last Name\*** \_\_\_\_\_

**Co List Agent Preferred Phone** \_\_\_\_\_ **Co List Agent Preferred Phone Ext** \_\_\_\_\_ **Co List Agent Res Phone** \_\_\_\_\_

**Co List Agent Pref Fax** \_\_\_\_\_ **Co List Agent Pager** \_\_\_\_\_ **Co List Agent Cell Phone** \_\_\_\_\_

**Co List Agent Voicemail** \_\_\_\_\_ **Co List Agent Voicemail Ext** \_\_\_\_\_ **Co List Office ID** \_\_\_\_\_

**Co List Agent Email** \_\_\_\_\_

**Sell Office/Agent Information**

**Sell Office Name\*** \_\_\_\_\_ **Sell Office ID\*** \_\_\_\_\_

**Sell Office Phone\*** \_\_\_\_\_ **Sell Office Fax\*** \_\_\_\_\_

**Sell Agent Full Name\*** \_\_\_\_\_ **Sell Agent First Name\*** \_\_\_\_\_

**List Agent Last Name\*** \_\_\_\_\_ **Sell Agent ID\*** \_\_\_\_\_

**Sell Agent Preferred Phone** \_\_\_\_\_ **Sell Agent Preferred Phone Ext** \_\_\_\_\_ **Sell Agent Res Phone** \_\_\_\_\_

**Sell Agent Pref Fax** \_\_\_\_\_ **Sell Agent Cell Phone** \_\_\_\_\_ **Sell Agent Pager** \_\_\_\_\_

**Sell Agent Voicemail** \_\_\_\_\_ **Sell Agent Voicemail Ext** \_\_\_\_\_ **Sell Agent Email** \_\_\_\_\_

**Sell Agent Website** \_\_\_\_\_ **Sell Agent Blog Website** \_\_\_\_\_

**Agent Remarks**

**Agent Remarks (600 Character Limit)** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Internet Information

Address on Internet?  Y  N IDX  Y  N

Listing Activity

List Date \_\_\_ / \_\_\_ / \_\_\_ Expiration Date \_\_\_ / \_\_\_ / \_\_\_

Change to Pending/Backup Offers

Pending (Projected Sale) Price \$ \_\_\_\_\_ Projected Close Date \_\_\_ / \_\_\_ / \_\_\_

(Listing will Auto-Sell 14 days after the Projected Close Date)

Pending Date \_\_\_ / \_\_\_ / \_\_\_ Sell Agent (Agent ID) \_\_\_\_\_ Co Sell Agent (Agent ID) \_\_\_\_\_

Financing (1)

- All Inclusive Trust Deed
- Assumed
- Cal Vet
- Cash
- Conventional
- FHA Loan
- Land Contract
- Other – See Remarks – Call Listing Office
- Owner Carried
- Private
- Trust Conveyance
- VA Loan

Sold Terms (1)

- Auction
- Buyer Concessions
- Contract Of Sale
- Exchange/Trade
- In Foreclosure
- Lease Option
- Real Estate Owned
- Seller Concessions
- Short Payoff
- Standard Sale

Change to Closed (Required with Change to Pending/Backup Offers)

Sell Agent (Agent ID) \_\_\_\_\_ Pending Date \_\_\_ / \_\_\_ / \_\_\_ Co Sell Agent (Agent ID) \_\_\_\_\_

Closed Date \_\_\_ / \_\_\_ / \_\_\_ Sales Price \_\_\_\_\_

Financing (1)

- All Inclusive Trust Deed
- Assumed
- Cal Vet
- Cash
- Conventional
- FHA Loan
- Land Contract
- Other – See Remarks – Call Listing Office
- Owner Carried
- Private
- Trust Conveyance
- VA Loan

Sold Terms (1)

- Auction
- Buyer Concessions
- Contract Of Sale
- Exchange/Trade
- In Foreclosure
- Lease Option
- Real Estate Owned
- Seller Concessions
- Short Payoff
- Standard Sale

"The accuracy of all information, including square footage and lot sizes is deemed reliable but not guaranteed and should be independently Verified through personal inspection with the appropriate professionals."

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Revised May 16, 2008