



MLS# \_\_\_\_\_ -RESIDENTIAL Lease \* =REQUIRED

Office ID\* \_\_\_\_\_ Agent ID\* \_\_\_\_\_ Co-Agent ID \_\_\_\_\_

Property Subtype(s)\* Primary \_\_\_\_\_ Secondary \_\_\_\_\_ Other \_\_\_\_\_

Area\* \_\_\_\_\_ County\* \_\_\_\_\_ Tax ID\* \_\_\_\_\_

Street# \_\_\_\_\_ Direction \_\_\_\_\_ Street Name \_\_\_\_\_ Suffix \_\_\_\_\_ Post ID \_\_\_\_\_ Unit# \_\_\_\_\_

City\* \_\_\_\_\_ Zip \_\_\_\_\_ Cross Street \_\_\_\_\_ Map Book\* \_\_\_\_\_ Map Pg\* \_\_\_\_\_

Listing Price\* \_\_\_\_\_ Map Coordinates Top\* \_\_\_\_\_ Side\* \_\_\_\_\_

Agreement Type\* \_\_\_\_\_

Public Viewable Y N

Show Addrss to Public Y N

Primary Picture Provided By \_\_\_\_\_  
Photo Instructions Take Don't Take

Commission to S.O. \_\_\_\_\_

Variable Rate Comm Y N

Comments \_\_\_\_\_

Bedrms\* \_\_\_\_\_ Bath\* Full \_\_\_\_\_  
¼ Bath \_\_\_\_\_ ½ Bath \_\_\_\_\_ ¾ Bath \_\_\_\_\_

Sq Ft. \_\_\_\_\_ Sq Ft Source A B E O S T

Lot Size \_\_\_\_\_

Lot Size Source A B E O S T

Yr. Built\* \_\_\_\_\_ Or \_\_\_\_\_

List Date\* \_\_\_\_\_

Exp Date\* \_\_\_\_\_

Sch. District\* \_\_\_\_\_

Sch Type 1 EL MD SP HS

Sch Name \_\_\_\_\_

Bus Route \_\_\_\_\_

Sch Type 2 EL MD SP HS

Sch Name \_\_\_\_\_

Bus Route \_\_\_\_\_

Sch Type 3 EL MD SP HS

Sch Name \_\_\_\_\_

Bus Route \_\_\_\_\_

Sch Type 4 EL MD SP HS

Sch Name \_\_\_\_\_

Bus Route \_\_\_\_\_

Occupant Type\* \_\_\_\_\_

Owner Name \_\_\_\_\_

Owner Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Occ. Name \_\_\_\_\_

Phone to Show \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Show Instruct \_\_\_\_\_

Style\* \_\_\_\_\_ Stories \_\_\_\_\_

Showing Instructions\* Appt Only \_\_\_\_\_ Call  
List. Off \_\_\_\_\_ Gate Pass \_\_\_\_\_ Key In Lstg Off \_\_\_\_\_  
See Remarks \_\_\_\_\_ Call 1<sup>st</sup> \_\_\_\_\_ Drive By \_\_\_\_\_  
Go Direct \_\_\_\_\_ Restricted Access \_\_\_\_\_  
Subj to Inspection \_\_\_\_\_

Key Safe\* No Key Safe \_\_\_\_\_ Supra Key \_\_\_\_\_  
Combo -See Remarks \_\_\_\_\_ Other See Remarks \_\_\_\_\_

Key Safe Location\* Call Listg Off \_\_\_\_\_ Front  
Gate \_\_\_\_\_ Gas Meter \_\_\_\_\_ Rear Door \_\_\_\_\_ Side Door \_\_\_\_\_  
Sign Post \_\_\_\_\_ Water Pipe \_\_\_\_\_ Front Door \_\_\_\_\_ Garage  
Door \_\_\_\_\_ No Key Safe \_\_\_\_\_ See Remarks \_\_\_\_\_ Side  
Gate \_\_\_\_\_ Vault \_\_\_\_\_

Sign? Y N Termite Clearance?\* Y N

Marketing Remarks (see Pg 2)

Agent Only Remarks (see Pg 2)

Dir. To Property (see Pg 3)

New Construction Y N

View\* Y N Sale\* Y N

Zoning \_\_\_\_\_

Assoc. Features \_\_\_\_\_

Bldg Desc. \_\_\_\_\_

Interior/Ext. \_\_\_\_\_

Comm. Desc. \_\_\_\_\_

Lot Desc. \_\_\_\_\_

Private. Owned Rec \_\_\_\_\_

Rooms Atrium \_\_\_\_\_ Guest/Maids Qrts. \_\_\_\_\_  
Walk-In Pantry \_\_\_\_\_ Tandem \_\_\_\_\_ Wine Cellar \_\_\_\_\_ Grt  
Rm \_\_\_\_\_ Jack & Jill \_\_\_\_\_ Loft \_\_\_\_\_ Rec Rm. \_\_\_\_\_ Utility  
Rm \_\_\_\_\_ Workshop \_\_\_\_\_

Den/Office\* Y N Covt. Bdrm Y N

Master Suite Y N Retreat Y N

Formal Dining Rm\* Y N

Walk-In Closet(s) Y N

Eat Area Area \_\_\_\_\_ Brkfst. Nook \_\_\_\_\_ Fam.  
Kitchen \_\_\_\_\_ In Kitchen \_\_\_\_\_ Other \_\_\_\_\_ Brkfst  
Counter/Bar \_\_\_\_\_ Dining Ell \_\_\_\_\_ Fam. Rm \_\_\_\_\_  
Living Rm \_\_\_\_\_

Family Room\* Y N Fam Rm Separate Y  
N Great Rm Y N Living Rm Y N  
Entry Y N Bonus Rm Y N

Special Features \_\_\_\_\_

View \_\_\_\_\_

Lot # \_\_\_\_\_ Block# \_\_\_\_\_

Tract# \_\_\_\_\_

Lt. Dimensions \_\_\_\_\_ Horse Prop Y N

Addn/Alterations Y N

Fireplace\* Y N

Firepl. Location  
Den \_\_\_\_\_ Living Rm \_\_\_\_\_ Mastr. Retreat \_\_\_\_\_ Fam  
Rm \_\_\_\_\_ Mastr. Bdrm \_\_\_\_\_ Other Loc- See Rem \_\_\_\_\_

Fireplace Fuel \_\_\_\_\_

Garage Spaces# \_\_\_\_\_

Garage Descript.\* \_\_\_\_\_

Garage Door Opener Y N

# of Parking Spaces \_\_\_\_\_

Parking Descript\* \_\_\_\_\_

# of Carport Spaces \_\_\_\_\_

Yard Y N Enclosed W/ \_\_\_\_\_

Foundation Concrete Slab \_\_\_\_\_ Raised \_\_\_\_\_

Floors \_\_\_\_\_

Range Oven Built-In Free Stnd \_\_\_\_\_ Built-In  
Gas \_\_\_\_\_ Convection \_\_\_\_\_ Elec. \_\_\_\_\_  
Free Stnd Prop. \_\_\_\_\_ Built-In Elec. \_\_\_\_\_ Built-In  
Prop. \_\_\_\_\_ Double Oven \_\_\_\_\_ Free Stnd. Gas \_\_\_\_\_  
Gas/Elec. \_\_\_\_\_

Wet Bar Y N

Heating Type Elec. \_\_\_ Floor Furnace \_\_\_ Heat Pump \_\_\_ Propane \_\_\_ Solar \_\_\_ Wall Gas \_\_\_ Forced Air \_\_\_ Gravity Heating \_\_\_ Natural Gas \_\_\_ Radiant \_\_\_ Wall Elec. \_\_\_ Other- See Remrks \_\_\_

Air Conditioning\* Y N

AC Type Central \_\_\_ Dual \_\_\_ Evaporative \_\_\_ Wall Window \_\_\_ Other-See Remrks \_\_\_

Appl Incl. in Sale Dishwasher \_\_\_ Garbage Disposal \_\_\_ Refrigerator \_\_\_ Freezer \_\_\_ Microwave \_\_\_ Trash Compactor \_\_\_ None \_\_\_

Laundry Area \_\_\_ In Garage \_\_\_ - Individual Rm \_\_\_ None \_\_\_ Community \_\_\_ In Kitchen \_\_\_ Inside \_\_\_ Other See-Remrks

Dryer Hookup Elec \_\_\_ Gas/Elec \_\_\_ Gas \_\_\_ Propane \_\_\_

RV Access\* Y N Patio Y N

Patio Type Balcony \_\_\_ Concrete Slab \_\_\_ Deck \_\_\_ Lanai \_\_\_ Roof Top Deck \_\_\_ Other-See Remarks \_\_\_ Brick \_\_\_ Covered \_\_\_ Enclosed \_\_\_ Rock/Stone \_\_\_ Wood \_\_\_

Pool\* Y N

Pool Type\* Above Ground \_\_\_ Filtered Only No Heat \_\_\_ Heated & Filtered \_\_\_ In Ground \_\_\_ Tile \_\_\_ Other-See Remrks \_\_\_ Fiberglass \_\_\_ Gunite \_\_\_ Heated-Gas \_\_\_ Indoor \_\_\_ Vinyl \_\_\_

Spa\* Y N

Spa Descript. Above Ground \_\_\_ Gunite \_\_\_ Vinyl \_\_\_ Fiberglass \_\_\_ In Ground \_\_\_ Other \_\_\_

Roof\* Composition \_\_\_ Concrete Tile \_\_\_ Foam \_\_\_ Spanish Clay Tile \_\_\_ Shingle- Wood \_\_\_ Other \_\_\_ Comp/Shingle \_\_\_ Fire Retardant \_\_\_ Rock/Stone \_\_\_ Shake- Wood \_\_\_ Tar&Gravel \_\_\_

Sewer\* Assessments \_\_\_ Cesspool \_\_\_ In, Connected & Paid \_\_\_ In, Street Paid \_\_\_ Unknown \_\_\_ Bonds \_\_\_ Connected on Bond \_\_\_ In Street on Bond \_\_\_ Septic Tank \_\_\_

Water Source District \_\_\_ Private \_\_\_ Well \_\_\_ Other \_\_\_

Water Softener Y N Security Sys Y N

Solar Heater Domestic Water \_\_\_ Pool Heat \_\_\_ Other \_\_\_ Space Heater Passive \_\_\_ Spa Heat \_\_\_

Sprinklers Front Only \_\_\_ Front& Rear \_\_\_ Front& Side \_\_\_ Front, Side & Rear \_\_\_ Rear Only \_\_\_ Side & Rear \_\_\_

Auto Timer Y N

220 Volt Locations In Garage \_\_\_ In Laundry \_\_\_ Other - See Remrks \_\_\_ In Kitchen \_\_\_ Workshop \_\_\_

Lease\* Y N Term\* \_\_\_ Term of Lease\* Mo. Wks. Yrs.

Month to Month\* Y N

Possession\* \_\_\_

Furnished\* Furnished \_\_\_ Part Furnished \_\_\_ Unfurnished \_\_\_

Pets\* Yes No Submit

Security Deposit\* \$ \_\_\_

Pet Deposit\* \$ \_\_\_

Garage Open Dep\* \$ \_\_\_

Key Deposit\* \$ \_\_\_

Transfr. Fee Amt\* \$ \_\_\_

Transfr. Fee Paid By Owner Tenant

Other Fees/Deposits\* \$ \_\_\_

Water Included\* Y N

Elec Included\* Y N

Gas Included\* Y N

Gardener Included\* Y N

Pool Included\* Y N

Trash Included\* Y N

Cable TV Included\* Y N

Assn. Dues Incl'd\* Y N

Maid Srv. Included\* Y N

WatrFil Furn Ins Req\* Y N

Not Included Line 1 \_\_\_

Not Included Line 2 \_\_\_

1<sup>st</sup> Repairs \$ \_\_\_

Credit Report Req'd\* Y N

Credit Rpt Paid By\* Owner Tenant

Amount\* \$ \_\_\_

Property Mgmt Co \_\_\_

Mgmt. Phone # \_\_\_ - \_\_\_ - \_\_\_

\*\*\*\*Marketing Remarks 1000 Words Max.--Please Type or Print Neatly\*\*\*\*

\*\*\*\*\*Agent Only Remarks 500 Words Max - Please Type or Print Neatly\*\*\*\*\*

**\*\*\*\*\*Directions to Property 250 Words Max. - Please Type or Print Neatly\*\*\*\*\***

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The information contained above is furnished for the sole benefit of Participants in a Multiple Listing Service. All information is intended as representative but is not guaranteed to be accurate.

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Signature

Date

Signature

Date

### Property Subtypes

Condo-Detached  
 Condo Attached  
 Own Your Own  
 Planned Unit Devel  
 Single Fam Res. Detch  
 Single Fam. Res. Attch  
 Stock Cooperative  
 Townhouse

### County

Los Angeles  
 San Bernardino  
 Out of Area

### Direction

North  
 South  
 East  
 West

### Suffix

Avenue  
 Boulevard  
 Circle  
 Court  
 Drive  
 Lane  
 Place  
 Road  
 Street  
 Terrace

### Way

### Post Direction

North  
 South  
 East  
 West

### Map Page

See Thomas Guide

### Map Coordinates

Top = A thru J  
 Side = 1 thru 7

### Agreement Type

Excl Right to Sell  
 Excl Agency, Excl Right W/  
 Exception

### Net

### Open

Excl Right Rnt/Lease

### Sq. Ft./Lot Size Source

Assessor's Data

Builder's Data

Estimated

Other

Seller

Taped

### Yr. Built

Enter Yr. Built OR

New Construction

Under Construction

Unknown

### Occupant Type

Owner

Tenant

Unknown

Vacant

### Style

Architectural  
 Calif. Bungalow  
 Cape Cod  
 Contemporary  
 Cottage  
 Country English  
 Country French  
 Style Cont'd

Craftsman

French Normandy

Hacienda

Mid Century

Mobile Home

Monterey Colonial

Neo Classical

New Project

Other

Post Modern

Ranch

See Remarks

So. Colonial

Southwestern

Spanish

Tear Down

Traditional

Tudor

Victorian

Villa

### Stories

1

2

3 or more

Mid Level

Split Level

Top Level

### Association Features

Assoc. BarBQ

Assoc. Club Hse/Rec

Assoc. Earthquake Ins

Assoc. Gym Exercise

Homeowners Assoc.

Assoc. Ins Paid

Assoc. Maint/Lndscp'g

Assoc. Pet Rules- Call

Assoc Pool

Assoc Sauna, Assoc Spa

Assoc Sport Court

Assoc Tennis,

Assoc Trash Paid,

Assoc Util Pd. - Call

### Building Description

Basement

Cathedral

Custom Built

End Unit

Freestanding

Direct Garage Access

Historical

Main Floor Bdrm

Main Fl. Master Bdrm

New Construction

No Common Walls

Repairs Cosmetic

Repairs Major

Two on a lot

Under Construction

Wheel Chair Access

### Interior/Ext

Attic

Attic Fan

Bay Window

Ceiling Fan

Closed Circuit TV

Double Door Entry

Driveway

Dumbwaiter

Elevator

Fire Sprinklers

French Doors

French/Mullioned Wnd

Furnished

Interior/Ext Con'td

Garden Window

Hot Water Circ

Partial Copper Plmbng

Rain Gutters

Skylights

Stained/Leaded Wnd

Storage Space

TV Satellite Dish

Vacuum Central

Washer

Water Purifier

Window Bars

Window Blinds

Window Custom Covg's

Window Drapes/Curtains

Window Shutters

### Community Descript

Alley Access Feat

CC&R's

Condit'nal Use Permit

Cross Fenced

Cul-De-Sac

Curbs/Walks

Gated Community

Gated Comm w/Guard

Gated Parking

Guest Parking

Horse Prop. Imprvd

Horse Prop-Unimprvd

Manuf. Home Allowed

On Golf Course

Planned Development

RV Access/Prkg

RV Garage

Senior Community

Value Mainly In Land

### Lot Description

Lot 0 to 6,499 Sq Ft

6,500 to 9,999 Sq Ft

10,000 to 19,999 Sq Ft

20,000 to 39,999 Sq Ft

Over 40,000 Sq Ft

Lot level/Flat

Zero Lot Line

### Private Owned Rec

Bar B Q Private

Dock Private

Sauna Private

Sport Court Private

Tennis Court Private

### Special Features

Home Warranty Plan

In Foreclosure

Moratorium

Oil/Mineral Rights

Relo Property

Seller's RE License

Unincorporated

### View

Canyon View

Catalina Islnd View

City Lights View

Golf Course View,

Hills View

Lake View

Panorama View

Park/Grn Belt View

Peek-A -Boo View

Pool View

Mountain View

Trees/Woods View

Valley View

Water View

### Enclosed

Brick Wall

Block Wall

Chain Link

Glass

Grapestake

Redwood

Slumpstone

Stucco Wall

Wood

Wrought Iron

Other - See remarks

### Floors

Ceramic Tile

Hardwood

Marble

Parquet

Sheet Vinyl

Vinyl Tile

Wood

Wall to Wall carpet

Other see remarks

### Laundry

Area

Community

In Garage

In Kitchen

Individual Room

Inside

None

Other see Remarks

### Dryer Hookup

Electric

Gas

Gas or Electric

Propane

### Patio Type

Balcony

Brick

Concrete Slab

Covered

Deck

Enclosed

Lanai

Rock/Stone

Roof Top Deck

Wood

Other see remarks

### Pool Type

Above Ground

Fiberglass

Filtered Only No Heat

Gunite

Heated & Filtered

Heated - Gas

In Ground

Indoor

Tile

Vinyl

Other see remarks

### Spa Description

Above Ground

Fiberglass

Gunite

### Spa Descript Cont'd

Above Ground

Fiberglass

Gunite

In Ground

Vinyl

Other see remarks

**RECIPROCAL PARTICIPANT:**  
**INFORMATION REQUIRED TO INPUT A LISTING**

(Please print clearly or type)

1. OFFICE NAME: \_\_\_\_\_
2. OFFICE ADDRESS: \_\_\_\_\_
3. OFFICE PHONE NUMBER: \_\_\_\_\_
4. OFFICE FAX NUMBER: \_\_\_\_\_
5. DESIGNATED BROKER: \_\_\_\_\_
6. LISTING AGENT NAME: \_\_\_\_\_
7. LISTING AGENT PHONE/PAGER# \_\_\_\_\_



Payment Authorization for Recip Listings Only Form

Please complete this form only if you are reciprocating a listing to the following MLS'. **California Desert AOR, CLAW, I-tech, Socal MLS and South Bay AOR.**

Date: \_\_\_\_\_

Address of the Property: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Listing Agent Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Office Name: \_\_\_\_\_

**Listing Fee \$25.00 (includes one photo)**

<b>Listing fee includes 1<sup>st</sup> *Photo</b>	<b>\$25.00</b>
_____ # of Additional *Photos @ \$5.00 \$ _____	= \$ _____

Type of Credit Card: VISA [ ] M/C [ ] AM EXP [ ] OPTIMA [ ]

Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name as it appears on Card \_\_\_\_\_

I authorize the Association to charge my credit/ATM Card indicated above for my listing. Please make all checks payable to Tricounties.

Signature \_\_\_\_\_

**PHOTOS?**

E-mail photo(s) to [TricoPhotos@rPartner.net](mailto:TricoPhotos@rPartner.net). Please be sure to type in the subject line the listing address or the listing number if you have it.

Photos are attached to this form by Disk, Print or Photo Prints (if you are bringing the photos in person).

**\*Preferred Fax Number:** \_\_\_\_\_  
Please provide a fax number in case we have questions or your listing is incomplete, thank you!

**\*Contact Phone Number:** \_\_\_\_\_  
Please provide a phone number in case we have questions or your listing is incomplete, thank you!

Please fax this form along with the reciprocal input listing form to **(909) 594-7156** Attn. MLS Department and if you have any questions about this form please contact us at (909) 594-5992.

Thank you!