



FEATURES: (R)'s denote required feature groups

**1. TYPE (R)**

1. Triplex
2. Fourplex
3. Apartment Building
4. Apartment Complex
5. Highrise
6. Townhouse Units
7. Flat/Garden Units
8. Motel
9. Hotel
10. Converted House
11. Mobile Home Park
12. Other (See REMARKS)

**2. TYPE UNITS (R)**

1. Efficiency/Studio
2. 1 BR - 1 Bath
3. 2 BR - 1 Bath
4. 2 BR - 1+ Baths
5. 3 BR - 1 Bath
6. 3 BR - 1+ Baths
7. 4 or More Bedrooms
8. Furnished
9. Partially Furnished
10. Unfurnished
11. Some Fireplaces
12. All Fireplaces
13. Handicap Design (32" Minimum Doors)

**3. SALE INCLUDES (R)**

1. Building and Land
2. Building Only
3. All Furnishings
4. Some Furnishings
5. No Furnishings
6. All Equipment
7. Some Equipment
8. No Equipment
9. All Appliances
10. Some Appliances
11. No Appliances
12. Franchise Rights
13. Signage
14. Business Name
15. 12. Other (See REMARKS)

**4. APPLIANCE/EQUIP.**

1. Refrigerator
2. Frost Free
3. Ice Maker
4. Range/Oven (Built-In)
5. Range/Oven (Free Standing)
6. Cooktop/Wall Oven
7. Disposal
8. Dishwasher
9. Trash Compactor
10. Exhaust Fan/Vent Hood
11. Microwave
12. Intercom
13. Garage Door Opener
14. Humidifier
15. Smoke Detector(s)
16. Other (See REMARKS)

**5. LAUNDRY (R)**

1. Washer in Unit
2. Dryer in Unit
3. Connections
4. Common Laundry
5. Equipment Owned
6. Equipment Leased
7. None

**6. FLOORS/CEILINGS (R)**

1. Parquet
2. Hardwood
3. Tile
4. Vinyl
5. Partial Carpet
6. W/W Carpet
7. Wood Laminated Floors
- (R) WALLS
8. Dry Wall
9. Paneled
10. Plaster
11. Concrete
- (R) CEILINGS
12. Less than 8 Feet
13. 8 Feet
14. 9 Feet or More
15. Other (SEE REMARKS)

**7. CONSTRUCTION (R)**

1. Brick
2. Brick/Veneer
3. Wood/Composition
4. Aluminum/Steel Siding
5. Vinyl Siding
6. Stone
7. Stucco
8. Masonry/Block
9. Shake/Shingle
10. Asbestos
11. Storm Window(s)
12. Energy Feature
13. Other (See REMARKS)

**8. ROOF (R)**

1. Built-Up
2. Composition
3. Heavy Composition
4. Metal
5. Shingle/Shake
6. Slate
7. Roll
8. Rile
9. Pitched
10. Flat
11. Other (See REMARKS)

**9. FOUNDATION (R)**

1. Slab
2. Conventional/Crawl Space
3. Raised
4. Partial Basement
5. Full Basement
6. Finished Basement
7. Unfinished Basement
8. Walk-Out Basement
9. Storage Area
10. Laundry Facility
11. Fallout Shelter
12. Other (See REMARKS)

**10. PARKING FACILITY (R)**

1. Asphalt/Blacktop
2. Concrete
3. Gravel
4. Offsite/Street
5. Attached
6. Detached
7. Underground
8. Covered
9. Enclosed
10. Secured
11. Assigned
12. Less Than 1 Per Unit
13. 1 Per Unit
14. More than 1 Per Unit

**11. AMENITIES**

1. Pool
2. Tennis Court(s)
3. Hot Tub/Sauna
4. Clubhouse
5. Racquetball
6. Exercise Room
7. TV Antenna
8. Cable TV
9. Elevator(s)
10. Balcony/Patio
11. Playground
12. Security System
13. Extra Storage
14. Security Guard(s)
15. Guest Quarters
16. Pet Restrictions
17. Adults Only
18. Lawn Sprinkler
19. B-B-Q Pit/Area
20. Trash Chute
21. Fire Sprinkler
22. Wallpaper
23. Drapes/Curtains
24. Leasing Office
25. Maintenance Office
26. Dumpster
27. Privacy Walls/Fences
28. Maid Service
29. Valet Service
30. Vending Machines
31. Other (See REMARKS)

**12. MISCELLANEOUS EXTERIOR**

1. Highway Frontage
2. Curbs/Gutters
3. Sidewalks
4. Roof Sign
5. Pole Sign
6. Fire Escape
7. Security Lighting
8. Dedicated Streets
9. Ice Machine(s)
10. Specialty Shop(s)
11. On Site Commercial Space
12. No Landscaping
13. Some Landscaping
14. Professional Landscaping
15. Brick/Stone Fence
16. Wood Fence
17. Chain Fence
18. Partially Fenced
19. Fully Fenced
20. Security Gate
21. Limited Access
22. Ceiling Fan(s)
23. Jogging Path
24. Historic District
25. Other (See REMARKS)

**13. HEATING SYSTEMS (R)**

1. Central
2. Gas
3. Electrical
4. Heat Pump
5. Solar
6. Hot Water
7. Floor Furnace
8. Baseboard
9. Wall Heat
10. Space Heater
11. Bottle Gas
12. Individual Systems
13. House System
14. Other (See REMARKS)

**14. COOLING SYSTEMS (R)**

1. Central
2. Gas
3. Electrical
4. Bottle Gas
5. 1 Window/Unit
6. 2+ Window Units
7. Attic Fan
8. 220 Wiring
9. None
10. Evaporative
11. Heat Pump
12. Individual Cooling
13. House Cooling
14. Other (See REMARKS)

**15. HOT WATER (R)**

1. Electrical
2. Gas
3. Bottle
4. Solar
5. Individual System
6. House System
7. Public Water
8. Public Water Available
9. Well
10. Public Sewer
11. Public Sewer Available
12. Septic Tank
13. Other (See REMARKS)

**16. MOBILE HOMES & AMENITIES**

1. TV - Owned
2. TV - Leased
3. Restaurant
4. Coffee Shop
5. Bar/Lounge
6. Switchboard
7. Lobby
8. Chain Affiliation
9. Grocery
10. RV Parking
11. Golf Course
12. Putting Green
13. Water Front
14. Water View
15. Water Rights

**17. TYPE OF LEASES (R)**

1. None
2. Daily
3. Weekly
4. Monthly
5. 6 Month
6. Year
7. Subsidized Rents
8. Other (Call LA)

**18. TENANT PAYS (R)**

1. All Utilities
2. Some Utilities
3. Heating
4. Gas
5. Electric
6. Water/Sewer
7. Trash Collection
8. Parking Fee
9. Cable TV
10. Cooling
11. Lawn Maintenance
12. Security Deposit
13. Pet Deposit
14. Notes/Deeds
15. Floor Plans

**19. SOURCE OF INFO (R)**

1. Tax Return
2. Accountant
3. Owner
4. Estimated
5. Projected
6. Incomplete
7. Current Records
- WILL PROVIDE**
8. Brochure
9. Leases
10. Rent Roll
11. P/L Statement
12. Previous Tax Return
13. Survey/Plat
14. Notes/Deeds
15. Floor Plans

**20. OPERATING EXPENSES (R)**

1. Management
2. On-Site Manager
3. Insurance
4. All Utilities
5. Some Utilities
6. Trash Collection
7. Repairs/Maintenance
8. Pest Control
9. Taxes
10. License/Permits
11. Accounting/Legal
12. Services
13. Payroll
14. Advertising
15. Other (Call LA)

**21. POSSESSION (R)**

1. Negotiable
2. At Closing
3. Tenant's Rights
4. 30 Days or Less
5. 30 Days or More
6. Specific Date
7. Equitable Interest Ownership (Call LA)
8. Other (Call LA)

**22. EXISTING FINANCING (R)**

1. Conventional Fixed
2. Conventional Adjustable
3. FHA
4. VA
5. Negative Amortization
6. Private/Owner
7. Balloon
8. 2 or More Mortgages
9. Wrap Mortgage
10. Clear
11. TVA Loan
12. Land Lease
13. Graduated
14. Low Interest Government
15. Other (Call LA)

**23. ASSUMPTION (R)**

1. Will Escalate
2. Must Qualify
3. Some Assumption
4. Prepay Penalty
5. No Assumption
6. No Escalation
7. No Qualifying
8. Other (Call LA)

**24. NEW FINANCING (R)**

1. Conventional
2. FHA/VA
3. Assumption
4. Wrap
5. Cash Only
6. Exchange
7. Private
8. Owner Mortgage
9. Installment Sales
- TERMS**
10. Owner Occ-Will Vacate
11. Owner Occ-Lease Back
12. Land Lease
13. Participation
14. Split Funding
15. Other (Call LA)

**25. SHOWING INSTRUCTIONS (R)**

1. Appointment Only
2. Key Box
3. On-Site Manager Will Show
4. Advance Notice Required
5. Call LA
6. Vacant
7. Restricted Hours
8. LA Must Meet
9. Listing Agent to Hold Earnest Money
- 10. Preclude (Forbid) Showings and Direct Negotiations With the Seller**

**PENDING INFORMATION:**

Pending Contract Date:

/  /   
 Month Day Year

Closing Date:  /  /   
 Month Day Year

Sale Price:

Terms of Sale:   
 (FHA, VA, Conv, Assum, Cash, Owner)

Selling Agent Code:

Co-Selling Agent Code:

Dollar Amount of Seller Contribution (Including Discount Points):

Sold Square Feet: