

Attached Single Family Form

Status*

^N = New Field * = Required Field

Active Under Contract Withdrawn Sold

Listing Agent Information*

Listing Agent ID*: _____ Name*: _____ Office Name*: _____

Co-Listing Agent Information

Co-Listing Agent ID: _____ Name: _____ Office Name: _____

Showing Info

Showing Phone: _____ Showing Email: _____

Showing Notes: _____

Coop Compensation*

Buyers Agency Compensation (\$ or %)*: _____

Transaction Broker Compensation (\$ or %)*: _____

Variable Commission*: Yes No Limited Service*: Yes No

Submitted Prospect?*: Yes No

Listing Contract Type*:

Exclusive Right

Exclusive Agency

Other: _____

General Info

Address

County*: _____ Tax ID*: _____

Street #: _____ Street Dir: _____

Street Name*: _____ Street Type: _____

City*: _____ ZIP Code*: _____ Unit #: _____ Building #: _____

Property Info

Legal Description*: _____ Zoning: _____ Incorporated: Yes No

Locale*: _____ Complex Name: _____

Status & Listing Information

List Date*: _____ Expiration Date*: _____ Investor Blackout Ends: _____ No Showings Until: _____

Price*: _____ Price Type*: List Price Base Price Auction

Auction Price: N/A Lowest Bid Reserve Price

Status Conditions*: Short Sale Equitable Interest Court None Known

Seller Type*: Bank/GSE Builder Corp/Trust Estate Government Individual Relo Company

Loan & Tax Information

Taxes*: _____

Tax Year*: _____

Senior Tax Exemption

Financial Terms*: (6)

Cash

Conventional

Exchange

FHA

Jumbo

Lease Purchase

Other

Owner Will Carry

Private Financing

Qualified Assumption

VA

Other Financial Terms:

Property Information (4)

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> 1031 Exchange | <input type="checkbox"/> Buyers Warranty | <input type="checkbox"/> HUD Owned | <input type="checkbox"/> Quick Move-In |
| <input type="checkbox"/> Agent Owner | <input type="checkbox"/> Fix-Up | <input type="checkbox"/> Income Potential | <input type="checkbox"/> Rent-to-Own |
| | <input type="checkbox"/> Handicap Features | <input type="checkbox"/> Quick Possession | <input type="checkbox"/> Tenant Occupied |

Partial Ownership

Partial Ownership:

- N/A
 Shared Interest
 Timeshare
 Vacation Club

Ownership:

- Fee Simple
 Right to Use
 Club Membership

Weeks Available: _____

Week Remarks: _____

Building

Building Information

Style*:

- Condo
 Townhouse
 Other Multi-unit

Architecture:

- 5+Plex (1 unit)
 Cluster
 Paired/Duplex (1 unit)
 Loft
 Mid-Century Modern
 Quadplex (1 unit)
 Studio
 Triplex (1 unit)
 Urban Contemporary

Year Built*: _____

End Unit: Yes No

of Stories in Unit*: _____

of Units in Building: _____

Unit Level: Or Floor: _____

- Ground
 Garden
 Penthouse

Style Characteristics:

- Side-by-Side
 High Rise (4+)
 Low Rise (1-3)

Builder Name: _____

Construction & Exterior*

Construction*: (2)

- Block
 Brick
 Concrete
 Earth Berm
 Frame
 Log
 Manufactured
 Modular
 Straw Bale
 Other

Exterior Materials*: (2)

- Adobe
 Asbestos
 Brick
 Cedar Siding
 Cement Board
 Log
 Metal Siding
 Rock
 Stucco
 Vinyl Siding
 Wood Siding
 Other

Roofing Materials*: (2)

- Built-Up/Tar Gravel
 Cement Shake
 Composition
 Concrete Tile
 Metal
 Rolled Roofing
 Simulated Shake
 Slate
 Solar Shingles
 Spanish Tile
 Stone-Coated Steel
 Wood
 Other
 Unknown

Green Features & Certifications

Year Certified:

HERS Rating: _____ HERS Rating Score: _____ Home Energy Score^N: _____

Energy Star Qualified New Home: _____

LEED for Homes: _____ Certified Silver Gold Platinum

NAHB/ICC-700: _____ Bronze Silver Gold Emerald

Other Certifications: _____

Year Installed:

Solar PV: _____

Kilowatts: _____

Solar Thermal: _____

Solar Thermal Type: _____

Energy/Green Features Addendum Uploaded

New Home Info

Building Information

Model Name/Elevation Name: _____

Construction Details:

Time of Completion from Groundbreaking: _____

New Home

Community Details

Under Construction

Community Name: _____

Community Website: _____

MLS# of New Home Community Listings: _____

MLS# of Associated Land Listings: _____

Lot #: _____

Available Options: (1000 characters)

Current Promotions: (1000 characters)

Interior Info

Square Feet & Basement

SqFt Upper: _____

SqFt Other Finished: _____

Basement Size*:

Basement Finished:

- Full
 Partial
 None

Yes No

SqFt Main: _____

Other Finished Description:

- Carriage House
 Mother-in-Law
 Other (see Remarks)

Basement % Finished: _____

SqFt Lower: _____

Basement Type:

- Walk-Out
 Garden Level
 Cellar

Basement Ceiling Height: _____

SqFt Above*: _____

SqFt Basement: _____

Measurement Source:

- Appraiser Measured
 Builder
 County Records
 Floor Plans
 Listor Measured

Subfloor:

- Crawl Space
 Slab
 Structural

SqFt Total*: _____

SqFt Finished*: _____

Date Measured: _____

HVAC

Fuel Type* (2)

- Electric
 Gas
 Heat Pump/Thermal
 Hot Water
 Oil
 Pellet
 Propane
 Solar
 Wood

Heating Type* (2)

- Baseboard
 Forced Air
 Gravity
 Hot Water
 Radiant
 Solar Active
 Solar Passive
 Space Heater
 Steam
 Stove
 Wall Heater

Cooling* (3)

- Air Conditioning - Central
 Air Conditioning - Room
 Attic Fan
 Ceiling Fan
 Evaporative Cooler (Swamp)
 None
 Other

Other HVAC (3)

- Electronic Air Filter
 Humidifier
 Solar Water Heater
 Other (please specify)

Fireplaces

Fireplaces: _____

Fireplace Locations:

- Basement
 Bedroom
 Dining Room
 Family Room
 Great Room
 Kitchen
 Living Room
 Master Bedroom
 Other
 Outdoor
 Rec/Bonus Room

Fireplace Types:

- Coal
 Electric
 Firepit
 Free-standing
 Gas/Gas Logs
 Insert
 Pellet
 Recirculator
 Wood

Interior Features (15)

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Cable Available | <input type="checkbox"/> Jack & Jill Bath | <input type="checkbox"/> Pool, Indoor | <input type="checkbox"/> Triple Pane Windows |
| <input type="checkbox"/> Double Pane Windows | <input type="checkbox"/> Jet Action Tub | <input type="checkbox"/> Remodeled | <input type="checkbox"/> Updated |
| <input type="checkbox"/> Eating Space/Kitchen | <input type="checkbox"/> Kitchen Island | <input type="checkbox"/> Security Entrance | <input type="checkbox"/> Vaulted Ceiling |
| <input type="checkbox"/> Five Piece Bath | <input type="checkbox"/> Master Bath | <input type="checkbox"/> Security System | <input type="checkbox"/> Walk-in Closets |
| <input type="checkbox"/> Fully Furnished | <input type="checkbox"/> Master Suite | <input type="checkbox"/> Skylights | <input type="checkbox"/> Wet Bar |
| <input type="checkbox"/> Handicap Accessible | <input type="checkbox"/> No Stairs | <input type="checkbox"/> Smoke Free | <input type="checkbox"/> Window Coverings |
| <input type="checkbox"/> Internet Access (Wired) | <input type="checkbox"/> Open Floor Plan | <input type="checkbox"/> Speakers, Built-in | <input type="checkbox"/> Work Shop (Interior) |
| | <input type="checkbox"/> Pet Free | <input type="checkbox"/> Storm Windows | |

Appliances (10)

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Central Vacuum | <input type="checkbox"/> Dryer | <input type="checkbox"/> Stove/Range/Oven | Laundry: |
| <input type="checkbox"/> Compactor | <input type="checkbox"/> Freezer | <input type="checkbox"/> Sump Pump | <input type="checkbox"/> Coin Operated |
| <input type="checkbox"/> Convection Oven | <input type="checkbox"/> Microwave Oven | <input type="checkbox"/> Washer | <input type="checkbox"/> None |
| <input type="checkbox"/> Cook Top | <input type="checkbox"/> Refrigerator (Kitchen) | <input type="checkbox"/> Water Purifier | <input type="checkbox"/> Shared Laundry in Building |
| <input type="checkbox"/> Dishwasher | <input type="checkbox"/> Refrigerator (Other) | <input type="checkbox"/> Water Softener | <input type="checkbox"/> W/D Hookups in Unit |
| <input type="checkbox"/> Disposal | <input type="checkbox"/> Self-Cleaning Oven | <input type="checkbox"/> Wine Cooler | <input type="checkbox"/> W/D Included |
| <input type="checkbox"/> Double Oven | <input type="checkbox"/> Smoke Alarm | | |

Flooring (4)

- | | | | |
|-----------------------------------|-----------------------------------|-------------------------------------|---|
| <input type="checkbox"/> Carpet | <input type="checkbox"/> Laminate | <input type="checkbox"/> Stone | <input type="checkbox"/> Vinyl/Linoleum |
| <input type="checkbox"/> Concrete | <input type="checkbox"/> Parquet | <input type="checkbox"/> Tile Floor | <input type="checkbox"/> Wood Floors |

Detailed Room Information

****REQUIRED**** The Level for each bedroom and bathroom is required per REcolorado Rules & Regulations. **Room Type Options:** 1/2 Bath, 1/4 Bath, 3/4 Bath, Full Bath, Bedroom, Dining Room, Exercise Room, Family Room, Flex Space, Great Room, Kitchen, Laundry Room, Living Room, Loft, Master Bedroom, Media Room/Home Theater, Rec/Bonus Room, Study/Den, Sun Room
Floor Options: Basement, Lower, Main, Upper, Other Finished SqFt.

Room Type*:	Level*:	Room Dimensions:	Description:

Rooms

****REQUIRED**** Bedroom and Bathroom totals are required and auto calculated in Matrix based on the Detailed Room Information.
 Total Bedrooms*: _____ Full Baths*: _____ 3/4 Baths*: _____ 1/2 Baths*: _____ 1/4 Baths*: _____ Rough In

Site

Lot Size (SqFt): _____ Lot Size Acres: _____ Front Faces: _____

Site Description: (6) <input type="checkbox"/> Adjacent to Greenbelt <input type="checkbox"/> Adjacent to Open Space <input type="checkbox"/> Adjacent to Park <input type="checkbox"/> Corner Lot <input type="checkbox"/> Cul-de-Sac <input type="checkbox"/> Gated Community <input type="checkbox"/> Golf Community <input type="checkbox"/> Near Public Transit <input type="checkbox"/> On Golf Course <input type="checkbox"/> Waterfront	Views: <input type="checkbox"/> City View <input type="checkbox"/> Golf Course View <input type="checkbox"/> Mountain View <input type="checkbox"/> River/Lake View Site Type: <input type="checkbox"/> Agricultural <input type="checkbox"/> Live/Work (Mixed Use) Sewer: <input type="radio"/> Community <input type="radio"/> Public <input type="radio"/> Septic	Primary Road: (1) <input type="checkbox"/> Alley <input type="checkbox"/> Dirt Road <input type="checkbox"/> Easement <input type="checkbox"/> Gravel Road <input type="checkbox"/> Lease <input type="checkbox"/> Paved Road Water Sources: <input type="checkbox"/> Community <input type="checkbox"/> Public <input type="checkbox"/> Well	Type & Distance to Public Transit: Light Rail: _____ Bus: _____ Other: _____ Public Transit Distance Type: <input type="radio"/> Blocks <input type="radio"/> Minutes <input type="radio"/> Feet <input type="radio"/> Steps <input type="radio"/> Miles
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Exterior Features (12)

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> Balcony | <input type="checkbox"/> Fence | <input type="checkbox"/> Patio | <input type="checkbox"/> Tennis Court, Private |
| <input type="checkbox"/> Covered Deck | <input type="checkbox"/> Front Porch | <input type="checkbox"/> Playground Area | <input type="checkbox"/> Utility Shed |
| <input type="checkbox"/> Covered Patio | <input type="checkbox"/> Garden Area | <input type="checkbox"/> Pool, Private | <input type="checkbox"/> Water Feature |
| <input type="checkbox"/> Deck | <input type="checkbox"/> Gas Grill | <input type="checkbox"/> Professional Landscaping | <input type="checkbox"/> Wraparound Porch |
| <input type="checkbox"/> Dog Run | <input type="checkbox"/> Gas Valve | <input type="checkbox"/> Satellite Dish | <input type="checkbox"/> Yard |
| <input type="checkbox"/> Elevator Access | <input type="checkbox"/> Hot Tub/Spa | <input type="checkbox"/> Solar | |
| | <input type="checkbox"/> Maintenance Free Exterior | <input type="checkbox"/> Sprinkler System | |

Parking

Parking Features: (7)

- | | | | | |
|---|--|--|---|---|
| <input type="checkbox"/> 220 Volts | <input type="checkbox"/> Finished | <input type="checkbox"/> Indoor RV Storage | <input type="checkbox"/> Natural Light | <input type="checkbox"/> Oversized Wide |
| <input type="checkbox"/> Dry Walled | <input type="checkbox"/> Floor Coating | <input type="checkbox"/> Insulated | <input type="checkbox"/> Oversized Deep | <input type="checkbox"/> Pit |
| <input type="checkbox"/> Exterior Access Door | <input type="checkbox"/> Heated | <input type="checkbox"/> Lift | <input type="checkbox"/> Oversized Door | <input type="checkbox"/> Tandem |

Available Amps: _____

Parking & Vehicle Storage

Available Parking Types: Garage (Attached), Garage (Detached), Carport (Attached), Carport (Detached), Off-Street, Reserved, RV, None

Parking Type*:	# of Spaces*:	Length:	Width:	Features:
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Community Info

School Information*

School District*: _____ Middle*: _____
Elementary*: _____ High*: _____
School of Choice^N: _____

HOA/Management Company Information

HOAs or Management Companies*: Yes No **Multiple HOAs or Management Companies?:** Yes No

HOA Type: Professionally Managed, Self Managed, Voluntary **HOA Transfer Amount (\$ or %)^N:** _____

Fee Quoted*: Monthly, Quarterly, Semi-Annually, Annual, Included in Property Tax, None

HOA Transfer Based On^N: % of Sale Price % of Sellers Proceeds Flat Fee Other, See Remarks

Master HOA/Management Company:	2 nd HOA:	3 rd HOA:
Name*: _____	_____	_____
Phone*: _____	_____	_____
Website: _____	_____	_____
HOA Type: _____	_____	_____
Fee*: _____	_____	_____
Fee Quoted*: _____	_____	_____

HOA Includes (10)

- | | | | |
|---|--|------------------------------------|--|
| <input type="checkbox"/> Cable TV | <input type="checkbox"/> Exterior Maintenance with Roof | <input type="checkbox"/> Heat | <input type="checkbox"/> Snow Removal |
| <input type="checkbox"/> Clubhouse | <input type="checkbox"/> Exterior Maintenance without Roof | <input type="checkbox"/> Insurance | <input type="checkbox"/> Tennis Courts |
| <input type="checkbox"/> Community Pool | <input type="checkbox"/> Fitness Facility | <input type="checkbox"/> Internet | <input type="checkbox"/> Trash Removal |
| <input type="checkbox"/> Concierge | <input type="checkbox"/> Grounds Maintenance | <input type="checkbox"/> Recycling | <input type="checkbox"/> Water |
| | | <input type="checkbox"/> Sewer | |

Restrictions & Covenants (5)

- | | | | |
|--|---|--|---------------------------------------|
| <input type="checkbox"/> Age Restricted Covenant | <input type="checkbox"/> First Right | <input type="checkbox"/> No Covenants | Other Restrictions:

_____ |
| <input type="checkbox"/> Appreciation Restrictions | <input type="checkbox"/> Income Restriction | <input type="checkbox"/> Ownership Retention | |
| <input type="checkbox"/> Deed Restrictions | <input type="checkbox"/> No Animals | <input type="checkbox"/> Pet Restrictions | |

Internet Display

Internet display of listing? Yes No

Internet display of address? Yes No

Listing Syndication Resources

For more information, please visit the Help tab in Matrix and click on Syndication.

Please select the syndication channel(s) for your listing: _____

Listing Syndication Date: _____

Remarks

Public Remarks (1000 Characters):

Broker Remarks (1000 Characters):

Directions: _____

Exclusions*: _____

Title Company: _____ Earnest Check To*: _____

Possession: _____ Minimum Earnest Amount: _____

Under Contract

Under Contract Date*: _____ Accepting Backup Offers: Yes No

- Contingent Approval Conditions*:**
- Short Sell - Has unsigned offers(s) waiting for lender approval
 - Short Sell- Have signed offer waiting for lender approval
 - Kick out - Contingent on home sale
 - None Known
 - Offer accepted awaiting REO approval
 - Offer accepted contingent on court approval
 - Offer waiting on RELO company approval

Sold

Sold Price*: _____ Sold Date*: _____ Concession Amount: _____

Sold Term*: Cash Conventional FHA Exchange Lease Purchase Other Owner will carry
 Qual Assumption VA Wrap Around

Buyer Broker Paid By: Buyer Listor/Seller None Other Owner Property Manager

Concessions*: Buyer Closing Costs/Seller Points Paid Cash None Other Personal Property
 Seller Down Payment Assistance

Selling Agent ID*: _____ Selling Company ID*: _____ Co-selling Agent ID^N: _____ Co-selling Company ID^N: _____

Broker Closing Comments: _____