

## Instructions:

-To use a fillable PDF form, open the form from the Resource Center. Save the form to your computer, and close the tab in your browser. Open the saved form using a PDF reader program and you'll then be able to enter your listing details. Be sure to save your changes before closing the form!!

-References to compensation are not permitted anywhere in the MLS, including remarks, showing instructions, free-text fields, photos, etc. The person inputting this listing into REcolorado's MLS System must confirm they will not enter any compensation information.

## Start Listing

<b>! Property Subtype</b> <input type="checkbox"/> Multi-Family	<b>! Status</b> <input type="checkbox"/> Active <input type="checkbox"/> Coming Soon	<b>! Active Date</b>	
<b>! Tax Legal Description</b>			
<b>! Current Use</b> <input type="checkbox"/> Agricultural <input type="checkbox"/> Arts/Creative <input type="checkbox"/> Automotive <input type="checkbox"/> Commercial <input type="checkbox"/> Construction <input type="checkbox"/> Day Care <input type="checkbox"/> Education <input type="checkbox"/> Event Space <input type="checkbox"/> Food Service <input type="checkbox"/> Industrial <input type="checkbox"/> Livestock <input type="checkbox"/> Live-Work/Mixed-Use/Flex <input type="checkbox"/> Manufacturing <input type="checkbox"/> Medical/Dental <input type="checkbox"/> Mining <input type="checkbox"/> Multi-Family <input type="checkbox"/> Office <input type="checkbox"/> Oil & Gas Extraction <input type="checkbox"/> Place of Worship <input type="checkbox"/> Quarrying <input type="checkbox"/> Recreational <input type="checkbox"/> Residential <input type="checkbox"/> Restaurant <input type="checkbox"/> Retail <input type="checkbox"/> Subdevelopment <input type="checkbox"/> Subdivision <input type="checkbox"/> Transportation <input type="checkbox"/> Utilities <input type="checkbox"/> Warehouse <input type="checkbox"/> Waste Management			

## Agent Info

<b>! List Agent MLSID / Name / Office</b>
<b>CoList Agent MLSID / Name / Office</b>

## Listing Dates & Conditions

<b>! Expiration Date</b>	<b>Price</b>	<b>Listing Terms</b> <input type="checkbox"/> Owner Will Carry <input type="checkbox"/> Price TBD
<b>Sale Type</b> <input type="checkbox"/> Either <input type="checkbox"/> Investment <input type="checkbox"/> Owner/User	<b>Occupant Type</b> <input type="checkbox"/> Owner <input type="checkbox"/> Tenant (Multiple) <input type="checkbox"/> Tenant (Single) <input type="checkbox"/> Vacant	

## Lease Option

<b>Lease Considered?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Lease Amount</b>	<b>Lease Quoted Per</b> <input type="checkbox"/> Per Day <input type="checkbox"/> Per Month <input type="checkbox"/> Per SqFt / Month <input type="checkbox"/> Per SqFt / Year <input type="checkbox"/> Per Week <input type="checkbox"/> Per Year
<b>Existing Lease Type</b> <input type="checkbox"/> Gross <input type="checkbox"/> Ground <input type="checkbox"/> Modified Gross <input type="checkbox"/> Net <input type="checkbox"/> NN <input type="checkbox"/> NNN		

## Showing Info

<b>! Showing Service</b> <input type="checkbox"/> Broker Bay <input type="checkbox"/> None <input type="checkbox"/> Other <input type="checkbox"/> Showing Time		
<b>Showing Phone</b>	<b>Showing Email</b>	<b>No Showings Until</b>

**! Required**

Showing Info

**Is there a recording device(s) at the property?**

Audio and/or Voice Recording Inside  Audio and/or Voice Recording Outside  Camera(s) Inside  Camera(s) Outside

**Showing Notes** (1200 char)

Marketing

**! Internet Entire Listing Display?**

Yes  No

**Internet Address Display?**

Yes  No

**In the MLS, Also Market As**

Business Opportunity  Commercial Lease  Farm  Land  Manufactured In Park  Residential  Residential Income  
 Residential Lease

**Internet Automation Valuation Display?**

Yes  No

**Internet Consumer Comment?**

Yes  No

**Attribution Contact Type**

Both ListAgent Email Phone  Both Office Email Phone  Listing Agent Email  
 Listing Agent Phone  Office Email  Office Phone

Financials

<b>! Cap Rate</b>	<b>Cap Rate Calculation</b>	<b>Gross Income</b>	<b>Operating Expense</b>
<b>Actual Annual Net Income</b>	<b>Projected Gross Income</b>	<b>Projected Annual Expense</b>	<b>Projected Annual Net Income</b>

**Operating Expense Includes**

Accounting  Advertising  Association  Cable TV  Insurance  Internet  Maintenance  Personal Property Tax  
 Professional Management  Real Estate Tax  Staff  Utilities  Workmans Compensation

Address & Legal

<b>! County</b>	<b>! Street Address</b>		
<b>! City</b>	<b>! ZIP Code</b>	<b>! State</b>	<b>Unit / Building #</b>
<b>! Parcel Number</b>	<b>! Tax Annual Amount</b>	<b>! Tax Year</b>	<b>Tax Exemptions</b>
<b>Metro District Website</b>			

Location Description

<b>Zoning</b>	<b>Building (Complex) Name</b>	<b>Distance To Bus</b>
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! Required

Location Description

Distance To Light Rail	Distance To Other Transit	
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Building

<b>! Building Area (SqFt) Total</b>	<b>Leasable Area (SqFt) Total</b>	<b>Common Area (SqFt) Total</b>	<b>! Year Built</b>
<b>! Year Built Effective</b> (Last Remodel)			

Architectural Style

- A-Frame  Bungalow  Chalet  Contemporary  Cottage  Denver Square  Geodesic Dome  Loft  
 Mid-Century Modern  Modular  Mountain Contemporary  Rustic Contemporary  Spanish/SW  Studio  Traditional  
 Tudor  Urban Contemporary  Victorian

Building Class

- Class A  Class B  Class C

Stories

Structure Type

- Free Standing  High Rise (8+)  Low Rise (1-3)  
 Mid Rise (4-7)  StripCenter

Construction Materials

- Asbestos  Block  Brick  Cement Siding  Concrete  EIFS  Frame  ICFs (Insulated Concrete Forms)  Log  
 Metal Siding  Other  Rammed Earth  Rock  Stone  Structural Steel  Stucco  Vinyl Siding  Wood Siding

Roof

- Architectural Shingles  Cement Shake  Composition  Concrete  Fiberglass  Green Roof  Heated  Membrane  
 Metal  Other  Rolled/Hot Mop  Simulated Shake  Slate  Solar Shingles  Spanish Tile  Stone-Coated Steel  
 Tar/Gravel  Unknown  Wood

Building Features

- Bike Maintenance Area  Bike Share  Bike Storage  Business Center  Car Share  Clubhouse  Coin Laundry  
 Common Area Boardroom  Concierge/Staffed Front Desk  Dog/Pet Wash  Fitness Center  Front Desk  Gated  Laundry  
 On Site Management  Pool  Sauna  Storage  Wi-Fi

Ceiling Height (Clear Span)

Site

Lot Size Area	Lot Size Measurement <input type="checkbox"/> Acres <input type="checkbox"/> Square Feet	
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Lot Features

- Corner Lot  Cul-De-Sac  Foothills  Greenbelt  Historical District  Irrigated  Landscaped  Near Public Transit  
 Near Ski Area  Sprinklers In Front  Sprinklers In Rear

Road Surface Type

- Alley Paved  Dirt  Gravel  None  Paved

Road Frontage (Access) Type

- Easement  None  Private Road  Public Road  Seasonal  Shared  Year Round

Road Responsibility

- Private Maintained Road  Public Maintained Road  Road Maintenance Agreement

! Required

Site

**Security Features**

- 24 Hour Security
- Air Quality Monitor
- Carbon Monoxide Detector(s)
- Close Circuit Camera(s)
- Fire Alarm
- Fire Sprinkler - Dry
- Fire Sprinkler - Wet
- Fire Sprinkler System
- Firewall(s)
- Key Card Entry
- Panic Alarm
- Radon Detector
- Secured Garage/Parking
- Security Entrance
- Security Guard
- Security Lights
- Security Service
- Security System
- Smart Cameras
- Smart Locks
- Smart Security System
- Smoke Detector(s)
- Water Leak/Flood Alarm

**Water & Utilities**

<p><b>! Water Included</b> (Available)</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><b>Water Source</b></p> <p><input type="checkbox"/> Agriculture/Ditch Water <input type="checkbox"/> Cistern <input type="checkbox"/> Private <input type="checkbox"/> Public</p> <p><input type="checkbox"/> Shared Well <input type="checkbox"/> Spring <input type="checkbox"/> Well</p>	
<p><b>Well Type</b></p> <p><input type="checkbox"/> Commercial <input type="checkbox"/> Community <input type="checkbox"/> Irrigation <input type="checkbox"/> Not Drilled</p> <p><input type="checkbox"/> Not Operational <input type="checkbox"/> Operational <input type="checkbox"/> Private</p> <p><input type="checkbox"/> Sub-Area Augmentation</p>	<p><b>! Sewer</b></p> <p><input type="checkbox"/> Community <input type="checkbox"/> Holding Tank <input type="checkbox"/> Public Sewer <input type="checkbox"/> Septic Tank</p>	
<p><b>Utilities</b></p> <p><input type="checkbox"/> Cable Available <input type="checkbox"/> Electricity Available <input type="checkbox"/> Electricity Connected <input type="checkbox"/> Electricity Not Available <input type="checkbox"/> Electricity To Lot Line</p> <p><input type="checkbox"/> Internet Access (Wired) <input type="checkbox"/> Natural Gas Available <input type="checkbox"/> Natural Gas Connected <input type="checkbox"/> Natural Gas Not Available <input type="checkbox"/> Off Grid</p> <p><input type="checkbox"/> Phone Available <input type="checkbox"/> Phone Connected <input type="checkbox"/> Propane <input type="checkbox"/> Sewer Connected</p>		
<p><b>Electric</b></p> <p><input type="checkbox"/> 110V <input type="checkbox"/> 220 Volts <input type="checkbox"/> 440 Volts <input type="checkbox"/> Phase 3 <input type="checkbox"/> Single Phase</p>		

**Green Features**

<p><b>Green Verification Type</b></p> <p><input type="checkbox"/> LEED</p>	<p><b>Verification Rating</b></p> <p><input type="checkbox"/> Bronze <input type="checkbox"/> Emerald <input type="checkbox"/> Gold</p> <p><input type="checkbox"/> Platinum <input type="checkbox"/> Silver</p>			
<p><b>Green Verification Type</b></p> <p><input type="checkbox"/> LEED</p>	<p><b>Verification Rating</b></p> <p><input type="checkbox"/> Bronze <input type="checkbox"/> Emerald <input type="checkbox"/> Gold</p> <p><input type="checkbox"/> Platinum <input type="checkbox"/> Silver</p>			
<p><b>Current Financing</b></p> <p><input type="checkbox"/> Power Purchase Agreement</p>				
<p><b>Power Production Type</b></p> <p><input type="checkbox"/> Photovoltaics</p> <p><input type="checkbox"/> Solar Thermal <input type="checkbox"/> Wind</p>	<p><b>Size (kW)</b></p>	<p><b>Year Install</b></p>	<p><b>Ownership</b></p> <p><input type="checkbox"/> Lease to Own</p> <p><input type="checkbox"/> Seller Owned</p> <p><input type="checkbox"/> Third Party Owned</p>	<p><b>Lease/Purchase Agree Amt</b></p>
<p><b>Power Production Type</b></p> <p><input type="checkbox"/> Photovoltaics</p> <p><input type="checkbox"/> Solar Thermal <input type="checkbox"/> Wind</p>	<p><b>Size (kW)</b></p>	<p><b>Year Install</b></p>	<p><b>Ownership</b></p> <p><input type="checkbox"/> Lease to Own</p> <p><input type="checkbox"/> Seller Owned</p> <p><input type="checkbox"/> Third Party Owned</p>	<p><b>Lease/Purchase Agree Amt</b></p>
<p><b>Green Energy Efficient</b></p> <p><input type="checkbox"/> Appliances <input type="checkbox"/> Construction <input type="checkbox"/> Doors <input type="checkbox"/> Exposure/Shade <input type="checkbox"/> HVAC <input type="checkbox"/> Insulation <input type="checkbox"/> Lighting <input type="checkbox"/> Roof <input type="checkbox"/> Thermostat</p> <p><input type="checkbox"/> Water Heater <input type="checkbox"/> Windows</p>				

! Required

Units

<b>! # of Units Total</b>		<b># of Units Vacant</b>		<b># of Units Furnished</b>	
<b>Per Unit Features</b> <input type="checkbox"/> Assigned Parking <input type="checkbox"/> Assigned Visitor Parking <input type="checkbox"/> Garage <input type="checkbox"/> Individual Basement <input type="checkbox"/> Storage Locker				<b>Owner Pays</b> <input type="checkbox"/> Cable TV <input type="checkbox"/> Electricity <input type="checkbox"/> Gas <input type="checkbox"/> Internet <input type="checkbox"/> Taxes <input type="checkbox"/> Trash Collection <input type="checkbox"/> Water	
<b>Tenant Pays</b> <input type="checkbox"/> Cable TV <input type="checkbox"/> Electricity <input type="checkbox"/> Gas <input type="checkbox"/> Internet <input type="checkbox"/> Telephone <input type="checkbox"/> Trash Collection <input type="checkbox"/> Water				<b>Exterior Features</b> <input type="checkbox"/> Balcony <input type="checkbox"/> Barbecue <input type="checkbox"/> Dog Run <input type="checkbox"/> Garden <input type="checkbox"/> Gas Grill <input type="checkbox"/> Lighting <input type="checkbox"/> Playground <input type="checkbox"/> Smart Irrigation <input type="checkbox"/> Tennis Court(s)	
<b>Unit Type</b>	<b>! Units Total</b>	<b>Units Avg (SqFt)</b>	<b># Parking per Unit</b>	<b>Description</b>	
<b>Unit Type</b>	<b>! Units Total</b>	<b>Units Avg (SqFt)</b>	<b># Parking per Unit</b>	<b>Description</b>	
<b>Unit Type</b>	<b>! Units Total</b>	<b>Units Avg (SqFt)</b>	<b># Parking per Unit</b>	<b>Description</b>	

Parking

<b>Parking Type</b> <input type="checkbox"/> Carport (Attached) <input type="checkbox"/> Carport (Detached) <input type="checkbox"/> Community Parking Garage <input type="checkbox"/> Covered Parking <input type="checkbox"/> Garage (Attached) <input type="checkbox"/> Garage (Detached) <input type="checkbox"/> None <input type="checkbox"/> Off-Street <input type="checkbox"/> Parking Lot <input type="checkbox"/> Recreational Vehicle <input type="checkbox"/> Reserved - Deeded <input type="checkbox"/> Reserved - Exclusive Use Only		<b># Spaces</b>	<b>Parking Description</b>
<b>Parking Type</b> <input type="checkbox"/> Carport (Attached) <input type="checkbox"/> Carport (Detached) <input type="checkbox"/> Community Parking Garage <input type="checkbox"/> Covered Parking <input type="checkbox"/> Garage (Attached) <input type="checkbox"/> Garage (Detached) <input type="checkbox"/> None <input type="checkbox"/> Off-Street <input type="checkbox"/> Parking Lot <input type="checkbox"/> Recreational Vehicle <input type="checkbox"/> Reserved - Deeded <input type="checkbox"/> Reserved - Exclusive Use Only		<b># Spaces</b>	<b>Parking Description</b>
<b>Parking Type</b> <input type="checkbox"/> Carport (Attached) <input type="checkbox"/> Carport (Detached) <input type="checkbox"/> Community Parking Garage <input type="checkbox"/> Covered Parking <input type="checkbox"/> Garage (Attached) <input type="checkbox"/> Garage (Detached) <input type="checkbox"/> None <input type="checkbox"/> Off-Street <input type="checkbox"/> Parking Lot <input type="checkbox"/> Recreational Vehicle <input type="checkbox"/> Reserved - Deeded <input type="checkbox"/> Reserved - Exclusive Use Only		<b># Spaces</b>	<b>Parking Description</b>
<b>Parking Features</b> <input type="checkbox"/> 220 Volts <input type="checkbox"/> Asphalt <input type="checkbox"/> Circular Driveway <input type="checkbox"/> Concrete <input type="checkbox"/> Driveway-Brick <input type="checkbox"/> Driveway-Dirt <input type="checkbox"/> Driveway-Gravel <input type="checkbox"/> Driveway-Heated <input type="checkbox"/> Dry Walled <input type="checkbox"/> Electric Vehicle Charging Station (s) <input type="checkbox"/> Exterior Access Door <input type="checkbox"/> Finished <input type="checkbox"/> Floor Coating <input type="checkbox"/> Guest <input type="checkbox"/> Heated Garage <input type="checkbox"/> Insulated <input type="checkbox"/> Lighted <input type="checkbox"/> Oversized <input type="checkbox"/> Oversized Door <input type="checkbox"/> Pit <input type="checkbox"/> RV Garage <input type="checkbox"/> Smart Garage Door <input type="checkbox"/> Storage <input type="checkbox"/> Tandem <input type="checkbox"/> Underground <input type="checkbox"/> Valet			
<b>Parking Ratio</b> (per 1000 sqft)			

! Required

Manufactured Home/Mobile Park Info

<b>Park Name</b>	<b># of Pads</b>	<b>Park Manager Name</b>	
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Remarks

**Public Remarks** (2000 char)

**Private Remarks** (2000 char)

**Directions** (1024 char)

**Exclusions** (1024 char)

**Website**

**Title Company**

<b>Contract Earnest Check To</b>	<b>Contact Min Earnest (\$)</b>
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**Possession**

Close Plus 1 Day
  Close Plus 2 Days
  Close Plus 3 Days
  Close Plus 3 to 5 Days
  Close Plus 30 Days
  Close Plus 30 to 60 Days
  Close Plus 45 Days
  Close Plus 5 to 30 Days
  Close Plus 60 to 90 Days
  Closing/DOD
  Immediately
  Negotiable
  Other
  Rental Agreement
  See Remarks
  Seller Rent Back
  Subject To Tenant Rights

**Documents Available**

Architectural Plans
  Building Plans
  Condo Docs
  Drainage Study
  Easements
  Engineering
  Feasibility
  HOA Docs Available
  Lead Based Paint
  Leases
  Legal Description
  License Included
  Location Map
  Mineral
  Mining Claim
  P and L Available
  Perc Test
  Phase 1 Environmental Site Assessment
  Plat
  Profit/Loss Statement
  Rental Average
  Septic Report
  Soil Report
  Special Use Permit
  Survey
  Topography Map
  Utility Average
  Well Permit

! Required