

## 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"/> Deeded Parking	<b>! Comparable Listing</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>! Status</b> <input type="checkbox"/> Active <input type="checkbox"/> Coming Soon	<b>! Active Date</b>
<b>! Tax Legal Description</b>			
<b>Is this a private exclusive Listing?</b> Attestation will be required on entry to the MLS <input type="checkbox"/> Yes <input type="checkbox"/> No			

## Agent Info

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

## Listing Dates &amp; Conditions

<b>! Expiration Date</b>	<b>! Price Type</b> <input type="checkbox"/> List Price	<b>! Price</b>
<b>! Ownership</b> Seller Type <input type="checkbox"/> Agent Owner <input type="checkbox"/> Bank/GSE <input type="checkbox"/> Builder <input type="checkbox"/> Corporation/Trust <input type="checkbox"/> Estate <input type="checkbox"/> Government <input type="checkbox"/> Individual <input type="checkbox"/> Relo Company		<b>Occupant Type</b> <input type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Vacant
<b>! Listing Terms</b> <input type="checkbox"/> 1031 Exchange <input type="checkbox"/> Cash <input type="checkbox"/> Conventional <input type="checkbox"/> Farm Service Agency <input type="checkbox"/> FHA <input type="checkbox"/> Jumbo <input type="checkbox"/> Lease Purchase <input type="checkbox"/> Other <input type="checkbox"/> Owner Will Carry <input type="checkbox"/> Private Financing Available <input type="checkbox"/> Qualified Assumption <input type="checkbox"/> USDA Loan <input type="checkbox"/> VA Loan		
<b>! Special Listing Conditions</b> <input type="checkbox"/> Auction <input type="checkbox"/> Equitable Interest <input type="checkbox"/> HUD Owned <input type="checkbox"/> None Known <input type="checkbox"/> Short Sale <input type="checkbox"/> Third Party Approval		
<b>Development Status</b> <input type="checkbox"/> Reservations/Pre-Sale	<b>Investor Blackout Ends</b>	<b>Home Warranty</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

## 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>
<b>Is there a recording device(s) at the property?</b> <input type="checkbox"/> Audio and/or Voice Recording Inside <input type="checkbox"/> Audio and/or Voice Recording Outside <input type="checkbox"/> Camera(s) Inside <input type="checkbox"/> Camera(s) Outside		

! Required

## Showing Info

Showing Notes (1200 char)

## Marketing

<b>! Internet Entire Listing Display?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>Internet Address Display?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>In the MLS, Also Market As</b> <input type="checkbox"/> Commercial Lease <input type="checkbox"/> Commercial Sale <input type="checkbox"/> Farm <input type="checkbox"/> Land <input type="checkbox"/> Residential Income <input type="checkbox"/> Residential Lease			
<b>Internet Automation Valuation Display?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>Internet Consumer Comment?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Attribution Contact Type</b> <input type="checkbox"/> Both ListAgent Email Phone <input type="checkbox"/> Both Office Email Phone <input type="checkbox"/> Listing Agent Email <input type="checkbox"/> Listing Agent Phone <input type="checkbox"/> Office Email <input type="checkbox"/> Office Phone			

## Address &amp; Legal

<b>! County</b>		<b>! Street Address</b>	
<b>! City</b>	<b>! ZIP Code</b>	<b>! State</b>	<b>Parking Space Number</b>
<b>! Parcel Number</b>	<b>! Tax Annual Amount</b>	<b>! Tax Year</b>	<b>Special Taxing/Metro District</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Tax Exemptions</b> <input type="checkbox"/> Senior Tax Exemptions	<b>Metro District Website</b>		

## Location Description

<b>! Subdivision Name</b>	<b>Building (Complex) Name</b>
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## 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>Length X Width</b>	<b>Parking Description</b>
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! Required

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<b>Parking Features</b> <input type="checkbox"/> Electric Vehicle Charging Station (s) <input type="checkbox"/> Guest <input type="checkbox"/> Heated Garage <input type="checkbox"/> Storage <input type="checkbox"/> Tandem <input type="checkbox"/> Underground <input type="checkbox"/> Valet			

## Association

<b>! Association?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Multiple Associations?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>! Association Name</b>	<b>! Association Type</b> <input type="checkbox"/> Professionally Managed <input type="checkbox"/> Self Managed <input type="checkbox"/> Voluntary	<b>! Association Fee</b>	<b>! Fee Frequency</b> <input type="checkbox"/> Annually <input type="checkbox"/> Included in Property Tax <input type="checkbox"/> Monthly <input type="checkbox"/> None <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annually
<b>! Association Phone</b>	<b>Association URL</b>		
<b>! Association Name</b>	<b>! Association Type</b> <input type="checkbox"/> Professionally Managed <input type="checkbox"/> Self Managed <input type="checkbox"/> Voluntary	<b>! Association Fee</b>	<b>! Fee Frequency</b> <input type="checkbox"/> Annually <input type="checkbox"/> Included in Property Tax <input type="checkbox"/> Monthly <input type="checkbox"/> None <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annually
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<b>! Association Phone</b>	<b>Association URL</b>		
<b>Association Fee Includes</b> <input type="checkbox"/> Cable TV <input type="checkbox"/> Capital Reserves <input type="checkbox"/> Electricity <input type="checkbox"/> Exterior Maintenance w/out Roof <input type="checkbox"/> Gas <input type="checkbox"/> Heat <input type="checkbox"/> Insurance <input type="checkbox"/> Internet <input type="checkbox"/> Irrigation Water <input type="checkbox"/> Maintenance Grounds <input type="checkbox"/> Maintenance Structure <input type="checkbox"/> On-Site Check In <input type="checkbox"/> Recycling <input type="checkbox"/> Road Maintenance <input type="checkbox"/> Security <input type="checkbox"/> Sewer <input type="checkbox"/> Shuttle Available <input type="checkbox"/> Snow Removal <input type="checkbox"/> Trash <input type="checkbox"/> Valet <input type="checkbox"/> Water			
<b>Association (Community) Amenities</b> <input type="checkbox"/> Bike Maintenance Area <input type="checkbox"/> Bike Share <input type="checkbox"/> Bike Storage <input type="checkbox"/> Business Center <input type="checkbox"/> Car Share <input type="checkbox"/> Clubhouse <input type="checkbox"/> Coin Laundry <input type="checkbox"/> Concierge <input type="checkbox"/> Dog/Pet Wash <input type="checkbox"/> Elevator(s) <input type="checkbox"/> Fitness Center <input type="checkbox"/> Front Desk <input type="checkbox"/> Garden Area <input type="checkbox"/> Gated <input type="checkbox"/> Golf Course <input type="checkbox"/> Laundry <input type="checkbox"/> On Site Management <input type="checkbox"/> Park <input type="checkbox"/> Parking <input type="checkbox"/> Playground <input type="checkbox"/> Pond Seasonal <input type="checkbox"/> Pool <input type="checkbox"/> Sauna <input type="checkbox"/> Security <input type="checkbox"/> Snow Removal <input type="checkbox"/> Spa/Hot Tub			
<b>Senior Community</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>! Restrictions/Covenants?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Rentals Allowed</b> <input type="checkbox"/> Long Term <input type="checkbox"/> None <input type="checkbox"/> Short Term Lease	

! Required

## Association

## Restrictions/Covenants

- ☐ Affordable Housing ☐ Appreciation Restrictions ☐ Commercial Vehicle Restrictions ☐ Deed Restrictions ☐ Income Restriction  
☐ Lease Restrictions ☐ No Street Parking ☐ Other ☐ Ownership Retention ☐ Special Assessment ☐ Vehicle Height Restrictions

## Pets Allowed

## Restrictions (Other)

Association Transfer Amount (\$ or %)

Association Private Transfer Fee (\$ or %)

Association Status Letter Fee (\$ or %)

Special Assessment Description

## Remarks

Public Remarks (2000 char)

Private Remarks (2000 char)

Directions (1024 char)

! Exclusions (1024 char)

Website

Title Company

! Contract Earnest Check To

Contact Min Earnest (\$)

## 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

! Required

## Remarks

**Documents Available**

☐ Condo Docs ☐ HOA Docs Available ☐ Legal Description ☐ Rental Average ☐ Well Permit