

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

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

Agent Info

! List Agent MLSID / Name / Office
CoList Agent MLSID / Name / Office

Listing Dates & Conditions

! Expiration Date	! Price Type <input type="checkbox"/> List Price	! Price
! Ownership 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		Occupant Type <input type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Vacant
! Listing Terms <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		
! Special Listing Conditions <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		
Development Status <input type="checkbox"/> Reservations/Pre-Sale	Investor Blackout Ends	Home Warranty <input type="checkbox"/> Yes <input type="checkbox"/> No

Showing Info

! Showing Service <input type="checkbox"/> Broker Bay <input type="checkbox"/> None <input type="checkbox"/> Other <input type="checkbox"/> Showing Time		
Showing Phone	Showing Email	No Showings Until
Is there a recording device(s) at the property? <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

! Internet Entire Listing Display? <input type="checkbox"/> Yes <input type="checkbox"/> No		Internet Address Display? <input type="checkbox"/> Yes <input type="checkbox"/> No	
In the MLS, Also Market As <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			
Internet Automation Valuation Display? <input type="checkbox"/> Yes <input type="checkbox"/> No		Internet Consumer Comment? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Attribution Contact Type <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 & Legal

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

Location Description

! Subdivision Name	Building (Complex) Name
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Parking

! Parking Type	! # Spaces	Length X Width	Parking Description
<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			

! Required

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Parking Features
 Electric Vehicle Charging Station (s) Guest Heated Garage Storage Tandem Underground Valet

Association

! Association? <input type="checkbox"/> Yes <input type="checkbox"/> No	Multiple Associations? <input type="checkbox"/> Yes <input type="checkbox"/> No		
! Association Name	! Association Type <input type="checkbox"/> Professionally Managed <input type="checkbox"/> Self Managed <input type="checkbox"/> Voluntary	! Association Fee	! Fee Frequency <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
! Association Phone	Association URL		
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! Association Phone	Association URL		

Association Fee Includes
 Cable TV Capital Reserves Electricity Exterior Maintenance w/out Roof Gas Heat Insurance Internet
 Irrigation Water Maintenance Grounds Maintenance Structure On-Site Check In Recycling Road Maintenance
 Security Sewer Shuttle Available Snow Removal Trash Valet Water

Association (Community) Amenities
 Bike Maintenance Area Bike Share Bike Storage Business Center Car Share Clubhouse Coin Laundry
 Concierge Dog/Pet Wash Elevator(s) Fitness Center Front Desk Garden Area Gated Golf Course Laundry
 On Site Management Park Parking Playground Pond Seasonal Pool Sauna Security Snow Removal
 Spa/Hot Tub

Senior Community <input type="checkbox"/> Yes <input type="checkbox"/> No	! Restrictions/Covenants? <input type="checkbox"/> Yes <input type="checkbox"/> No	Rentals Allowed <input type="checkbox"/> Long Term <input type="checkbox"/> None <input type="checkbox"/> Short Term Lease
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! Required

Association

Restrictions/Covenants <input type="checkbox"/> Affordable Housing <input type="checkbox"/> Appreciation Restrictions <input type="checkbox"/> Commercial Vehicle Restrictions <input type="checkbox"/> Deed Restrictions <input type="checkbox"/> Income Restriction <input type="checkbox"/> Lease Restrictions <input type="checkbox"/> No Street Parking <input type="checkbox"/> Other <input type="checkbox"/> Ownership Retention <input type="checkbox"/> Special Assessment <input type="checkbox"/> 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 <input type="checkbox"/> Close Plus 1 Day <input type="checkbox"/> Close Plus 2 Days <input type="checkbox"/> Close Plus 3 Days <input type="checkbox"/> Close Plus 3 to 5 Days <input type="checkbox"/> Close Plus 30 Days <input type="checkbox"/> Close Plus 30 to 60 Days <input type="checkbox"/> Close Plus 45 Days <input type="checkbox"/> Close Plus 5 to 30 Days <input type="checkbox"/> Close Plus 60 to 90 Days <input type="checkbox"/> Closing/DOD <input type="checkbox"/> Immediately <input type="checkbox"/> Negotiable <input type="checkbox"/> Other <input type="checkbox"/> Rental Agreement <input type="checkbox"/> See Remarks <input type="checkbox"/> Seller Rent Back <input type="checkbox"/> Subject To Tenant Rights	

! Required

Remarks

Documents Available

Condo Docs HOA Docs Available Legal Description Rental Average Well Permit

! Required