

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	! Status <input type="checkbox"/> Active
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Agent Info

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

Listing Dates & Conditions

! Expiration Date	! Availability Date	! Corporate Rental <input type="checkbox"/> Yes <input type="checkbox"/> No	! Price per Month
! Lease Term <small>Minimum</small> <input type="checkbox"/> 12 Months <input type="checkbox"/> 6 Months <input type="checkbox"/> Month To Month <input type="checkbox"/> Multi-Year <input type="checkbox"/> Other <input type="checkbox"/> Short Term Lease		For Sale Listing ID	

Deposits & Fees

Application Fee <small>per Applicant</small>	Security Deposit	Additional Fees
Deposits Potentially Refundable <input type="checkbox"/> Other Deposit (see remarks) <input type="checkbox"/> Security Deposit		Liability Insurance Required? <input type="checkbox"/> Yes <input type="checkbox"/> No
Pet Rent	Pet Deposit	Pets Allowed <input type="checkbox"/> Breed Restrictions <input type="checkbox"/> Cats OK <input type="checkbox"/> Dogs OK <input type="checkbox"/> No <input type="checkbox"/> Number Limit <input type="checkbox"/> Size Limit <input type="checkbox"/> Variable Pet Deposit <input type="checkbox"/> Yes
Owner Pays <input type="checkbox"/> Association Fees <input type="checkbox"/> Cable TV <input type="checkbox"/> Electricity <input type="checkbox"/> Exterior Maintenance <input type="checkbox"/> Gas <input type="checkbox"/> Grounds Care <input type="checkbox"/> Insurance <input type="checkbox"/> Internet <input type="checkbox"/> None <input type="checkbox"/> Taxes <input type="checkbox"/> Telephone <input type="checkbox"/> Trash Collection <input type="checkbox"/> Water		
! Will this listing use RentSpree Online Tenant Screening? <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"/> Manufactured In Park <input type="checkbox"/> Residential <input type="checkbox"/> Residential Income			
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
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			
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Parking Features <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			
Restrictions and Covenants <input type="checkbox"/> Commercial Vehicle Restrictions <input type="checkbox"/> Lease Restrictions <input type="checkbox"/> Vehicle Height Restrictions			

Remarks

Public Remarks (2000 char)
Rental Application (Tip: include link to application)
Private Remarks (2000 char)
Directions (1024 char)
! Exclusions (1024 char)
Website
Rent/Security Deposit To

! Required