

NOTE: AN ASTERISK (*) DENOTES A REQUIRED FIELD

*Transaction Type: Sale / Lease-Rent *New Construction / Resale *Listing Price \$: _____

*County: _____ *APN: _____ Auction: Y / N

*Street Number Modifier Direction *Street Name *Suffix Post Direction Unit #

*City: _____ *Zip Code: _____ *Cross Street: _____ *Area: _____

Zoning: _____ Unit/Blk/Lot: _____ Map Page: _____ Map Coord. Top: _____ Map Coord. Side: _____

*List Office ID: _____ Name: _____

*Agent ID: _____ Name: _____ Ph: (_____) _____ - _____

Co-List Office ID: _____ Name: _____

Co-Agent ID: _____ Name: _____ Ph: (_____) _____ - _____

*Listing Type: ER / EA / OP *List Date: ____/____/____ *Expire Date: ____/____/____ *On Market Date: ____/____/____

*Probate Sale: Y / N *Comp to S.O.: _____ *Dual Variable Comm: Y / N Comments: _____ Subject to Crt Conf: Y / N

*Picture Provided by: Agent / Seller / Excluded by Seller / Photographer *City Transfer Tax: Y / N City Transfer Tax Rate: \$: _____

Special Assessment: Y / N *Common Int. Dev: Y / N / Unknown *Planned Unit Dev: Y / N / Unknown

*# of Buildings: _____ *Year Built: _____ *Year Built Source: Appraiser / Tax Records / Owner / Builder / Against Company Policy / Unknown / Other

*Approx Sq. Ft.: _____ *Sq.Ft. Source: Appraiser / Tax Records / Owner / Verified / Builder / Not Verified / Against Company Policy / Unknown

Lot Size: _____ (SqFt / Acres) Lot Size Source: Appraiser / Tax Records / Owner / Verified / Builder / Not Verified / Against Company Policy / Unknown

Signs: Y / N *Expense Source: Owner / Broker / Accountant / Tax Return / Prop. Mgmt.

*Est. Misc. Expenses:\$ _____ *Est. Ins. Expense:\$ _____ *Est. Mgmt:\$ _____

*Est. Utilities Exp:\$ _____ *Est. Taxes:\$ _____ *Est. Maint. Exp:\$ _____

*Gross Sched. Income:\$ _____ *Cap Rate: _____ % *Actual / Projected (circle one) *Lease Deposit \$: _____

Owner Name: _____ Owner Phone: (_____) _____ - _____

Property Mgmt. Co.: _____ Property Mgmt Phone: (_____) _____ - _____

*# of Studios: _____ *# of Studios Occupied: _____ *Studio Rent Range: _____ *Studio Annual Occupancy Rate: _____

*# of 1 Bedrooms: _____ *# of 1 Brdrms Occupied: _____ *1 Bedroom Rent Range: _____ *1 Bdrm Ann. Occupancy %: _____

*# of 2 Bedrooms: _____ *# of 2 Brdrms Occupied: _____ *2 Bedroom Rent Range: _____ *2 Bdrm Ann. Occupancy%: _____

*# of 3 Bedrooms: _____ *# of 3 Brdrms Occupied: _____ *3 Bedroom Rent Range: _____ *3 Bdrm Ann. Occupancy%: _____

*# of 4 Bedrooms: _____ *# of 4 Brdrms Occupied: _____ *4 Bedroom Rent Range: _____ *4 Bdrm Ann. Occupancy%: _____

*# of Furnished Units: _____ *# of Commercial Units: _____ *Comm. Units Rent Range: _____

*TIC: Y / N **If TIC is yes:** *%Ownership Being Sold: _____ % *TIC Agreement: Y / N / Unknown Pending Litigation: Y / N

Built/Remod Green: Y / N **If Built/Remod Green is yes:** *Green Rating: _____ *Green Rated by Whom? _____ *Yr Green Rated: _____

Parking Per Unit:
of Garage(s): _____ # of Guest Space(s): _____ # of Carport(s): _____ # of Open/Uncovered: _____ # of RV/Boat: _____ # of Underground: _____

School District: _____ Elem. School: _____ Jr/Middle School: _____ High School: _____

*Directions to Property (Max 100Char): _____

*Pass to Internet? Y / N *Address on Internet: Full / Partial (City & Zip)

Confidential/Show Instructions (Max 450 Char): **Attach typed remarks**

Public/Internet Remarks (Max 450 Char): **Attach typed remarks**

***Indicates Required Item**

***Operating Exp. Include**

- Accounting
- Electricity
- Garbage
- Gas
- Insurance
- Janitor Services
- Legal
- License Fees
- Maintenance
- Management
- Misc.
- Review w/ Offer
- Swimming Pool
- Taxes/ Assessment
- Vacancy Factor
- Water
- Other
- None

Lease Terms

- 1 Year
- 2 Years
- 3 Years
- 4 Years
- 5 Years
- 6-10 Years
- 10-15 Years
- 16 or More Years
- Books @ Listing
- Office
- Month to Month
- Renewal Opt.
- Sublease
- Security Deposit
- Written
- Agreements
- Other
- None

Separate Meters

- Electricity
- Gas
- Water
- Other
- None

Tenant Pays

- Cable TV
- Electricity
- Garbage
- Gardener
- Gas
- HOA Dues
- Insurance
- Oil
- Parking
- Propane
- Property Tax
- Sewer
- Water
- Other
- None

***Type**

- 1 Story
- 2 Story
- 3 Story
- 4 Story
- 5 or More Story
- Apartments
- Class A Bldg.
- Condominiums
- Flats
- Garden Apts.
- High-rise
- Live/Work
- Mixed Use
- New Construction
- Penthouse
- Sec. Bldg.
- Other

***Exterior**

- Aluminum Siding
- Brick
- Concrete Block
- Fiber Cement
- Plaster
- Redwood Siding
- Shingle
- Steel Siding
- Stone
- Stucco
- Vinyl Siding
- Wood Siding
- Other

***Foundation/ Construction**

- Brick/Mortar
- CC Perimeter
- CC Slab
- Masonry
- Piers
- Pillars/Post
- Reinforced Concrete
- Steel Frame
- Unreinforced Masonry
- Wood Frame
- Other

Views

- Bay
- Bridges
- Canyon
- City
- Forest/Woods
- Greenbelt
- Golf course
- Hills
- Lake
- Lights
- Marina
- Mountains
- Orchard
- Panoramic
- Park
- Partial
- Pasture
- Ridge
- Valley
- Vineyard
- Water
- Other
- None

Floors

- Granite
- Hardwood
- Marble
- Parquet
- Part Carpet
- Part Hardwood
- Simulated Wood
- Slate
- Tile
- Vinyl/Linoleum
- Wood
- W/W Carpet
- Other

***On Site Parking**

- Attached
- Auto Door
- Carports
- Covered
- Detached
- Deck(s)
- Garage
- Guest Accom.
- Interior Access
- Leased
- Off Street
- On Street
- RV/Boat Accom.
- Side by Side
- Tandem
- Uncovered
- Underground
- Other
- None

Views Comments

***Heat/Cool**

- 1 Window Unit Incl.
- 2 Window Unit Incl.
- 3 + Window Unit Incl.
- Attic Fan(s)
- Baseboard Heaters
- Ceiling Fan(s)
- Central Air
- Central Heat
- Common
- Electric
- Fireplace(s)
- Floor Furnace
- Heat Pump
- Individual
- Multi-Unit
- Multi-Zone
- Natural Gas
- No Air Conditioning
- No Heat
- Oil
- Propane
- Radiant
- Room Air
- Separate
- Solar
- Steam
- Stove Heater
- Swamp Cooler
- Wall A/C
- Wall Furnace
- Wall Heat-Gas
- Wall Heat-Solar
- Whole House Fan
- Wood Burning
- Other
- None

Energy Conservation

- Bio Diesel
- Furnace
- Caulked/Seal
- Ceiling Insulation
- Dual Pane Windows
- Floor Insulation
- Heat Pump-Air
- Heat Pump-Geotherm
- Insulated Wtr. Htr.
- Low E Windows
- Lowflow Shower
- Lowflow Toilet
- Partial Insulation
- Passive Solar
- PV-Battery Backup
- PV-Off Grid
- PV-On Grid
- Solar Heating
- Solar Water Heater
- Wall Insulation
- Weather Stripping
- Other
- None

***Laundry Appliance**

- Coin Operate
- Common Room
- In Each Unit
- Leased
- Owned
- W/D Hookups
- Other
- None

Common/Rec Room

- Club House
- Exercise Facility
- Gameroom
- Hot Tub/Spa
- Storage Area
- Swim Pool
- Tennis
- Other
- None

Safety/Security

- Alarms
- Fire Sprinkler
- Sec. Alarm
- Leased
- Sec. Alarm Owned
- Security Fence
- Security Gate
- Security Lights
- Smoke Alarms
- Other
- None

Loading

- Delivery Dining
- Dock High
- Elevator-Freight
- Elevator-Passenger
- Elevator-Sidewalk
- Private
- Truck Door
- Other
- None

Basement

- Apt. in Basement
- Finished
- Full
- Partial
- Storage Area
- Unfinished
- Other
- None

Yard/Grounds

- Adj. Golf Course
- Central BBQ
- Covered Patios
- Curbs
- Deck(s)
- Dog Run
- Enclosed Patio(s)
- Fenced Yard
- Front Landscaped
- Garden
- Gutter
- Patio(s)
- Paved Street
- Play Area
- Private Boat Dock
- Private Yard
- Rear Landscaped
- Roof Deck
- Sidewalk
- Sprinkler-Auto
- Sprinkler-Manual
- Other
- None

***Roof**

- Bituthene
- Cement
- Composition
- Elastomeric
- Foam
- Metal
- Shake
- Shingle
- Slate
- Tar & Gravel
- Tile
- Other
- None

***Lot Description**

- Bay Front
- City
- Corner
- County
- Court
- Cul-de-Sac
- Downslope
- Irregular
- Lake Front
- Level
- Ocean Front
- Pond
- Private
- Regular
- Secluded
- Upslope
- Water Front
- Zero Lot Line
- Other

***Water Source**

- Spring(s)
- Storage Tank(s)
- Water Filter
- Water-Private
- Water-Public
- Well-Agricultural
- Well-Private
- Well-Shared
- Irrigation Dist.
- Other
- None

***Sewer/Septic**

- Cesspool
- Holding Tank
- Septic
- Engineered
- Sewer-Private
- Sewer-Public
- Standard Septic
- Other
- None

Drainage

- Storm Drain
- Sump Pump
- Other
- None

Lease Equip. i.e. solar

- Yes
- No

Lease Equip

Utilities

- Cable Avail
- Cable TV
- City
- DSL Avail
- Electric
- Elec. Water Heater
- Gas Water Heater
- Generator
- Internet Avail
- Natural Gas
- PG&E
- Propane
- Satellite Dish
- Solar
- TV Antenna
- Wind
- Other
- None

Seller Will Consider

- Assumable
- Cash Only
- Conventional
- Exchange/Trade
- Farm Loan
- Lease Option
- May Pay Close Costs
- Owner Financing
- SBA Loan
- Other

Special Zones

- Agricultural
- Airport Disc.
- CDF Regs
- Coastal Zone
- Fire Zone
- Flood Insurance Req
- Flood Zone
- Geo
- Hazardous Waste Area
- Hillside
- Historical
- Not Mapped
- Open Space
- Corridor
- Redevelopment Area
- Scenic Corridor
- See Natural Hazard Disclosure
- Seismic Hazard Zone
- Seismic Zone 4
- Special Study Zone
- Unknown
- Other

Accessibility Feat.

- Accessible
- Bath
- Doors
- Elevator
- Flashing Doorbell
- Grab Bars
- Kitchen
- Lower Light Switch
- Parking
- Wheelchair Ramp
- Other
- None

***Indicates Required Item**

***Sale Conditions**

- In Foreclosure
- Notice of Default
- Offer As Is
- REO
- Short Sale
- Other
- None

***Possession**

- Close Escrow
- Negotiable
- Subj. to Tenants Rights
- Other

***Showing**

- 24 Hr. Notice
- Appt. Only
- BAREIS Lockbox
- BAREIS LcBx + Other
- Contact 1st
- Contact Listing Agent
- Contact Listing Office
- Contact Manager
- Contact Owner
- Contact Tenant
- Do Not Disturb
- Do Not Show
- Gate Code
- Go Directly
- Key @ Listing Office
- Leave Card
- Lockbox Code
- Pets-See Confid
- Restricted Hours
- See Confidential Remarks
- Other

***LB Location**

- LB Front Door
- LB See Conf Remarks
- No Lockbox

Height Limit

- 16
- 20
- 24
- 35
- Unknown
- Other

Location

- Coastal
- Forest
- Hillside
- Meadow East
- Meadow West
- Ocean Front
- Ridge
- Unknown
- Other

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Broker's Signature: _____ Date: _____

Owner's Signature: _____ Date: _____

Owner's Signature: _____ Date: _____

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