



"Serving you at YOUR level of need"

Input sheet – Property Information – Description (rev 30Sept07)
You can either fill this out or call us and we'll walk through the information.

Do not spend a lot of time trying to figure out what to say. You can fill in by computer entry. Be sure to save a copy on your computer and email to us: Sold@HomeSellerSupport.com. We prefer a fax copy sent to our eFax: 619-330-2667. We can help you with this if you need it. Just give us a call at 951-308-1917.

Address of property: _____ Zip: _____

Cross Street _____

Directions to Property: _____

Neighborhood , Community or Complex name (if one) _____

Monthly Assoc. Fees or Space Rent : _____

Is there Mello Roos tax or special Assessment? If yes.. how much? _____

Do you have a website or Virtual Tour link you want the ad to link to? _____

Assessors Parcel # (if you have it) _____

Occupant Name, if other then seller: _____

Phone number to call for showings/info: _____

Fax number you want to receive offers: _____

Will you be using a lock box? _____ Combination for Seller's lock box is: _____

If code will be in the agent remarks, we recommend a secret word to get the code: _____

Showings by appointment only? _____

Number of Bedrooms: _____ *Optional Bedrooms: _____ Baths: _____ Stories _____

Year Built _____ Estimated Sq. Feet _____ (if different then what Assessors states)

If vacant lot/land, size in sq. ft or acreage: _____

Commission to a Buyer's Broker in % or a Flat fee: _____

(For San Diego listings, room sizes are required), Optional for other counties).

Living Room _____ x _____ Dining Room _____ x _____ Kitchen _____ x _____ Family Room _____ x _____
Master Bedroom _____ x _____ Bedroom 2 _____ x _____ Bedroom 3 _____ x _____ Bedroom
4 _____ x _____ Bedroom 5 _____ x _____ Extra Room _____ x _____

NOTE: If you have special rooms that are extraordinary in size, please indicate.

Add'l Land Use	
Grove	
With Structures	
Ranch/Farm	
None Known	
Other/Remarks	

Age Restrictions	
55 And Up	
None Known	
Other/Remarks	

Assessments - Taxes	
Mello Roos	
CFD	
HOA	
Amt\$	
Otr:	

Boat Facilities	
Yes	
None Known	

Complex Features	
BBQ	
Clubhouse/Rec Rm	
Com Horse Facility	
Exercise Room	
Golf	
Laundry Facilities	
Pet Restrictions	
Playground	
Pool	
Recreation Area	
Rv Parking	
Sauna	
Spa/Hot Tub	
Tennis Courts	
None Known	
Other/Remarks	

Cooling	
Attic Fan	
Central Forced Air	
Heat Pump(S)	
Swamp Cooler(S)	
Wall/Window	
Zoned Area(S)	
Whole House Fan	
Ceiling Fans	
Unit in Attic	

Equip Which Transfers	
Dishwasher	
Disposal	
Fire Sprinklers	
Garage Door Opener	
Microwave	
Pool/Spa Equipment	
Range/Oven	
Refrigerator	
Satellite Dish	
Shed(S)	
Solar Panels	
Trash Compactor	
Vacuum/Central	
Washer/Dryer	
Water Filtration whole house	
Water Softener	
Surround Sound System	
Otr:	

Exterior	
Wood/Stucco	
Block/ Brick	
Metal	
Stone	
Stucco	
Vinyl	
Wood	
Adobe	

Fencing	
Wood	
Full	
Gate	
Partial	
Automatic Gate	
Block/Brick Walls	

Financing Terms	
Buyer closing costs Considered w/right price	
Cash	
Buyer to get new loan	
Assume My Loan	
1031 Exchange needed	
Fha/VA/ CalVet considered	
Owner May Carry	
Short Sale, needs approval	
My Payments are behind	
I have a pre-payment Penalty	
I have equity to pay a commission if agreed upon	

Fireplace	
Family Rm	
Living Rm	
Master Br	
Freestanding Stove	
Gas Only	
Wood Only	
Gas or Wood	
Decorative Only	

Floors	
Hardwood	
Wood - not natural hardwood	
Wall to Wall Carpet	
Tile - Ceramic or otr	
Laminate	
Marble/slate/misc	
Vinyl	

FRONTAGE	
Bay	
Canyon	
Freeway	
Golf Course	
Lake/River	
Ocean Bluff	
Ocean/Sand	
Open Space	
Otr:	

GUEST HOUSE/Casitas	
Attached	
Detached	
Yes	
None Known	

Heat	
Baseboard	
Combination Heating	
Radiant (Ceiling)	
Forced Air	
Heat Pump	
Natural Gas	
Propane	
Electric	
Solar	
Wall/Gravity	
Zoned Areas	
Otr:	

Irrigation	
Sprinklers	
Timer/Computerized	
Drip	
Flood	
Above Ground	
Front Only	
Front/Back	
Front/Back/Side	

Laundry	
Common Facility	
Separate inside Laundry Room	
Garage	
Electric (220v)	
Gas	
Propane	
Kitchen or Porch	
Stacked	
Upstairs	

Lockbox	
Yes - combo	
No	
Yes - Realtor	

Lot Size	
under 5,000 sf	
5,001 - 10,640 sf	
More Than .25	
More Than .50	
More Than 1.0	
More Than 2.5	
More Than 5.0	
Common Interest	

Miscellaneous	
Aviary or Fowl cages	
Horses Allowed /Bridle Path	
Dog Run	
Kennel	
Koi or Fish Pond	
Elevator/Stairclimber	
Greenhouse	
Hdicap /Whlchair access	
Livestock Allowed	
Tennis Court - private	
Putting Green	
Seller has RE License	

Occupied	
<input type="checkbox"/>	Owner
<input type="checkbox"/>	Tenant
<input type="checkbox"/>	Vacant

Patio	
<input type="checkbox"/>	Balcony
<input type="checkbox"/>	Brick
<input type="checkbox"/>	Covered
<input type="checkbox"/>	Enclosed
<input type="checkbox"/>	Gazebo
<input type="checkbox"/>	Porch Covered
<input type="checkbox"/>	Slab or Stamped
<input type="checkbox"/>	Stone/Tile
<input type="checkbox"/>	Wood Deck
<input type="checkbox"/>	None Known

Parking	
<input type="checkbox"/>	1 Car Garage
<input type="checkbox"/>	2 Car Garage
<input type="checkbox"/>	3 Car Garage
<input type="checkbox"/>	4+ Car Garage
<input type="checkbox"/>	Attached
<input type="checkbox"/>	Detached
<input type="checkbox"/>	1 Space
<input type="checkbox"/>	2+ Space
<input type="checkbox"/>	Carport
<input type="checkbox"/>	Converted
<input type="checkbox"/>	Permit Req'd
<input type="checkbox"/>	RV Parking Avail
<input type="checkbox"/>	Security
<input type="checkbox"/>	Tandem
<input type="checkbox"/>	Underground
<input type="checkbox"/>	None

Pets	
<input type="checkbox"/>	1 Pet allowed
<input type="checkbox"/>	HOA Rules.
<input type="checkbox"/>	No Size Restriction
<input type="checkbox"/>	No Pets Allowed
<input type="checkbox"/>	Dog Run
<input type="checkbox"/>	Pets on Property NOW

Pool	
<input type="checkbox"/>	Above Ground
<input type="checkbox"/>	Below Ground
<input type="checkbox"/>	Community
<input type="checkbox"/>	Heated
<input type="checkbox"/>	Lap
<input type="checkbox"/>	Private

Possession by Buyer	
<input type="checkbox"/>	Close of Escrow
<input type="checkbox"/>	To Be Determined

Roof	
<input type="checkbox"/>	Composition
<input type="checkbox"/>	Metal
<input type="checkbox"/>	Rock/Gravel
<input type="checkbox"/>	Rolled/Hot Mop
<input type="checkbox"/>	Red or Concrete Tile
<input type="checkbox"/>	Wood

Sale Signs:	
<input type="checkbox"/>	"Home For Sale" sign
<input type="checkbox"/>	HMR Sign w/your phone
<input type="checkbox"/>	No yard sign

Do not use: "For Sale **By Owner**" sign

Security	
<input type="checkbox"/>	Closed Circuit TV
<input type="checkbox"/>	Eqpt Owned
<input type="checkbox"/>	Eqpt Leased
<input type="checkbox"/>	Gated Community
<input type="checkbox"/>	On Site Guard
<input type="checkbox"/>	Security Bars

Searchable Room	
<input type="checkbox"/>	Downstairs bedroom
<input type="checkbox"/>	Master on Main Floor
<input type="checkbox"/>	Two or more MBR
<input type="checkbox"/>	Formal Dining Room
<input type="checkbox"/>	Breakfast Nook
<input type="checkbox"/>	Exercise Room
<input type="checkbox"/>	Family Room
<input type="checkbox"/>	Guest/Maid/Casita
<input type="checkbox"/>	Bonus Room/Loft

<input type="checkbox"/>	Media/Music
<input type="checkbox"/>	Office/Den
<input type="checkbox"/>	Storage Room
<input type="checkbox"/>	Wine Cellar
<input type="checkbox"/>	Work Shop/Hobby Room
<input type="checkbox"/>	Tech Center/Library
<input type="checkbox"/>	Outdoor Kit/Living Room
<input type="checkbox"/>	Granny Flat/Guest Suite

Sewer/Septic	
<input type="checkbox"/>	Sewer Available
<input type="checkbox"/>	Sewer Connected
<input type="checkbox"/>	Septic In
<input type="checkbox"/>	Septic/Perc Needed

Site	
<input type="checkbox"/>	Alley Access
<input type="checkbox"/>	Corner Lot
<input type="checkbox"/>	Cul-de-sac
<input type="checkbox"/>	Curbs
<input type="checkbox"/>	Easement Access
<input type="checkbox"/>	Irregular Lot
<input type="checkbox"/>	Direction of Front Door ()N ()S ()E ()W
<input type="checkbox"/>	Pad in/graded
<input type="checkbox"/>	Private Street
<input type="checkbox"/>	Public Street
<input type="checkbox"/>	Rear Yd Str Access
<input type="checkbox"/>	Sidewalks
<input type="checkbox"/>	Street Paved
<input type="checkbox"/>	Street Unpaved

Source Of Square Feet	
<input type="checkbox"/>	Agent
<input type="checkbox"/>	Appraisal
<input type="checkbox"/>	Assessor Record
<input type="checkbox"/>	Builders Brochure
<input type="checkbox"/>	Owner
<input type="checkbox"/>	Plans
<input type="checkbox"/>	Other/Remarks

Spa	
<input type="checkbox"/>	Community
<input type="checkbox"/>	Portable – will stay
<input type="checkbox"/>	Private
<input type="checkbox"/>	With Pool
<input type="checkbox"/>	Separate
<input type="checkbox"/>	In ground
<input type="checkbox"/>	Otr:

Stories in unit	
<input type="checkbox"/>	1 Story
<input type="checkbox"/>	2 Story
<input type="checkbox"/>	3 Stories or more
<input type="checkbox"/>	Basement
<input type="checkbox"/>	Split Level
<input type="checkbox"/>	Walkout Basement
<input type="checkbox"/>	Other/Remarks

Telecommunications	
<input type="checkbox"/>	Antenna
<input type="checkbox"/>	Cable
<input type="checkbox"/>	Multi Phone Lines
<input type="checkbox"/>	Satellite Dish
<input type="checkbox"/>	Special Wiring
<input type="checkbox"/>	Surround Sound to stay

Topography	
<input type="checkbox"/>	Bluff
<input type="checkbox"/>	Slope down in back
<input type="checkbox"/>	Slope Up in Back
<input type="checkbox"/>	Slope Down in Front
<input type="checkbox"/>	Mountains
<input type="checkbox"/>	Rolling
<input type="checkbox"/>	Level
<input type="checkbox"/>	Other/Remarks

View	
<input type="checkbox"/>	Bay
<input type="checkbox"/>	Evening Lights
<input type="checkbox"/>	Golf Course
<input type="checkbox"/>	Greenbelt
<input type="checkbox"/>	Lagoon
<input type="checkbox"/>	Lake/River
<input type="checkbox"/>	Mountains/Hills
<input type="checkbox"/>	Ocean
<input type="checkbox"/>	Panoramic
<input type="checkbox"/>	Parklike
<input type="checkbox"/>	Valley/Canyon
<input type="checkbox"/>	None Known

Water	
<input type="checkbox"/>	Meter in and Paid
<input type="checkbox"/>	Available
<input type="checkbox"/>	Well on Property
<input type="checkbox"/>	Other:

Windows	
<input type="checkbox"/>	French Doors
<input type="checkbox"/>	Garden
<input type="checkbox"/>	Dual pane
<input type="checkbox"/>	Original Construction
<input type="checkbox"/>	Lead or Stained Gl
<input type="checkbox"/>	Skylights
<input type="checkbox"/>	Aluminum Sliders
<input type="checkbox"/>	Wood framed Pre 1960
<input type="checkbox"/>	Roll out (cranks)

Add your Comments	
<input type="checkbox"/>	If you have XXL rooms
<input type="checkbox"/>	Then describe size, etc
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

The **Public** PROPERTY DESCRIPTION that will be seen in the MLS: Use the grid below, one character per space.

What features about the property, neighborhood or community do you think a buyer would want to know ? (Note: it might be easier if you put the description in an email. This will facilitate copy/paste your description right into the MLS posting. You can also use WORD and use the Word Count Feature if you know how)

Remarks that the public will see. No personal information, phone numbers, commissions, bonus or websites allowed. Only physical characteristics are allowed per MLS Rules: Characters and spaces are limited as follows:

Approximate 350 characters, including the spaces is what is allowed. If you have the First Class Package, you can 2500 charcters in the Realtor.com ad. USE THE SPACE BELOW FOR YOUR NARRATIVE.
We suggest you put the most important feature about the property in the first 3 sentences and remember not to be redundant on information that is described else wehre. (i.e. NOT TO SAY: ~~this home has 4 bedrooms 3, baths~~ because the number of beds and baths is listed somewhere else on the listing form.)