

Class 2- Common Interest Development *Required Information

Overview: Fill in the boxes for each section. When the listing is entered using MLSListings Pro, available system information will auto-populate (verify for accuracy).

Listing Agent Information, Location, Description & Maps, Listing Agreement & Schools, Financial. Includes fields for office info, address, zoning, listing terms, and pricing.

Interior: Place an x in the [] to the left of the applicable characteristics. *Required Information

*Bedrooms, *Bathrooms, *Showers, *Tubs & Shower, *Tubs, *Informal Dining Area, *Formal Dining Area, *Family Room, *Other Areas, *Fireplace(s), *Fireplace Location, *Description, *Floor Coverings, *Amenities, *Heating System, *Cooling System, *Insulation, *Listing Assets Included.

Exterior: Place an x in the to the left of the applicable characteristics.

Characteristics

*Ownership:

- Community Apartment
 Condominium Ownership
 Planned Development
 Stock Cooperative

*Property Type:

- Condominium
 Townhouse

Levels:

- High Rise (9+ Stories)
 Low Rise (1-3 Stories)
 Mid Rise (4-8 Stories)

Number of Units:

- 1-10 Units
 11-25 Units
 26-50 Units
 51-100 Units
 More Than 100 Units

Style:

- Cabin
 Cape Cod
 Colonial
 Contemporary
 Cottage/Bungalow
 Country English
 French
 Georgian
 Mediterranean
 Modern/High Tech
 Ranch
 Spanish

- Traditional
 Tudor
 Victorian

*Unit Description:

- 1st Level
 2nd Levels
 3rd Levels or Above
 Bi/Split Level Unit
 No Common Wall
 Other Unit Above
 Other Unit Below

Foundation and Roof

Foundation:

- Concrete Perimeter
 Concrete Perimeter & Slab
 Concrete Slab
 Foundation Pillars
 Masonry Perimeter
 Mud sill
 Post & Beam
 Post & Pier

Roof:

- Clay
 Composition
 Concrete
 Fiberglass
 Foam
 Mansard
 Metal
 Rock
 Shake
 Shingle

- Slate
 Tar & Gravel
 Tile
 Wood

View & Lot

View:

- Bay
 Canyon
 Lake
 Marina
 Neighborhood
 Ocean
 Valley
 City Lights
 Golf Course
 Green Belt
 Mountains

Lot Description:

- Bay
 Corner
 Court
 Cul-de-sac
 Ocean
 River/Stream/Lake
 T Intersection
 Water Front

Unit Location:

- 1st Floor
 2nd Floor
 3rd Floor or Above
 Below Ground Level
 End Unit

- Ground Level
 Top Floor or Penthouse

*Complex/Park Features

- No Special Features
 Additional Storage
 Barbecue Area
 Boat Dock
 Cable TV
 Car Wash Area
 Children's Play Area
 Clubhouse/Recreation Room
 Common Utility Room
 Common Workshop Area
 Darkroom
 Door Person
 Electronic Security Features
 Elevator(s)
 Exercise Course
 Exercise Room
 Golf Course
 Green Belt/Trails
 Indoor Game Court
 Laundry Facility - Coin-Op
 Laundry Facility - Free
 Organized Activities
 Outdoor Game Court
 Pet Restrictions
 Pool
 Putting Green
 Sauna
 Security Building
 Security Gates

- Security Patrol on Duty
 Spa
 Tennis Court

*Garage & Parking

- No Garage/Parking
 1 Car Carport
 1 Car Garage
 2 Car Garage
 2 or More Car Carport
 3 or More Car Garage
 Attached
 Alley Access
 Detached
 Electric Door or Gate Opener
 Garage - Converted
 Guest Parking
 Off Street Parking
 RV or Boat Parking
 Street Parking Only
 Tandem
 Uncovered
 Underground (Commercial)

Additional : Place an x in the to the left of the applicable characteristics.

Documents Available

- Geological/Flood Report
 Permits-Specify in Remarks
 Pest Control Report
 Preliminary Title Report
 Property Inspection Report
 R. E. Transfer Disclosure Statement
 Rental/Lease Agreements
 Roof Report

Disclosures

Link: http://_____

Special Information

- Agent has Financial Interest
 Agent Related to Seller
 Bond(s) or Assessment(s)
 Call Listing Agent Before Writing Deposit Receipt
 Certain Fixed Real Property Excluded
 Common Ownership of Amenities

- Corporate Ownership
 Court Confirmation May Be Required
 Court Confirmation Required
 Fixer Upper
 Hazard Area Map Provided by Seller
 Lease Land
 Located in a Coastal Zone
 Pending Litigation
 Rental Restrictions
 School District Under Court Ruling
 Seller is Licensed R.E. Agent
 Subject to 1031 Tax Exchange

- No Home Warranty
 Home Warranty Provided by Seller
 Home Warranty Split 50/50

Homeowner's Protection, Energy, Special Features:

- No Home Warranty
 Home Warranty Provided by Seller
 Home Warranty Split 50/50
 Energy Features:
 Caulked & Sealed Openings

- City or County Audit Required
 Insulated Hot Water Heater
 Low-Flow Shower Head(s)
 Low-Flow Toilet(s)
 Weather-Stripped Doors

Special Features:

- Bathroom Rails
 Flashing Doorbell Warning
 Handicapped Bathroom Features
 Lower Light Switches
 Wheelchair Ramps

Earthquake Fault Zone & Flood Area

- No-Fault Zone
 Yes-Fault Zone
 Fault Zone-See Report

*Flood Area

- Flood Plain
 Flood Way
 Flood Zone-See Report

- No-Flood Zone
 Yes-Flood Zone

*Association Documents

- No Association Documents
 Articles of Incorporation
 Assoc. Membership Pre-Appr. Req.
 By-Laws
 CC&R's
 Current Budget
 Current Financial Statement
 Current Rules and Regulations

*Association Insurance Includes:

- No Association Insurance
 Common Area Only
 Earthquake
 Flood
 Liability
 Unit Coverage

*Association Fee Includes

- Basic Telephone
 Cable TV

- Common Area Electricity
 Common Area Gas
 Decks
 Exterior Painting
 Fencing
 Garbage
 Gas
 Golf
 Heating
 Hot Water
 Landscaping/Gardening
 Pool, Spa, or Tennis
 Professional Management
 Reserve Fund
 Roof
 Sewer
 Unit Yard Maintenance
 Water

Remarks: Place an x in the to the left of the applicable characteristics.

Owner Occupant

Owner: _____
Occupant: _____

Additional Owner: _____
Occupant Phone: _____

*Occupant Type: Manager Tenant Owner Vacant

Possession: Immediate COE + 3-5 days Negotiate COE COE + 30 days Tenant Rights

Existing Financing

First Loan:

- No First Loan
 Conventional
 Private
 VA
 CAL-VET
 FHA
 Contract of Sale
 AITD
 Impounds Included
 Balloon Payments
 Graduated Payment Mortgage
 Adjustable Rate Mortgage

Second Loan:

- Assumable
 Fully Amortized
 Payment Includes PITI
 MIP/PMI Included in Payment
 Prepayment Penalty
 Seller May Carry
 Private
 Conventional
 Assumable
 Not Assumable
 Fully Amortized
 Balloon

Third Loan:

- Private
 Conventional
 Assumable
 Not Assumable
 Fully Amortized
 Balloon
 All Cash or Conventional
 Assumable By Qualified Vet
 Assumable Financing
 Buyers Fin. Statement Required
 CAL-VET Possible
 Contract of Sale
 FHA Possible

Lease Option

- New AITD
 Replace Trust Fund
 Seller May Carry 1st
 Seller May Carry 2nd or Other
 Seller May Pay Points
 Seller May Share Equity
 Trade Possible
 Use Existing Lender
 VA Possible

Total Loans:

\$ _____

Monthly Payment:

\$ _____

Cash to Assume: \$ _____

*Showing Instructions

- No Keysafe
 Supra Keysafe
 Other Keysafe-Call
 Combination Key Box
 Key in Listing Office
 Call First - Then Keysafe
 Appointment Only
 Call Listing Agent
 Go Direct
 Locked Main Entrance Gate

- Do Not Disturb Occupants
 Restricted Hours
 24-Hour Notice Required
 Make Offer Subject to Insp.
 Other

Internet Options

- *List Address Format:
 Show Full Address
 Do Not Show Address
 Show Partial Address
 Do Not Show in Public Address
*Internet List? Yes No
Sites Advertised:
 MLSListings.com
 CA MLSAlliance
 Realtor.com

