

Residential Property Input Form

This form can be completed on your computer and submitted to Mentor Listing Realty either via email, fax, or mail. Alternatively, you can print the form, complete it by hand, and fax or mail it to us.

General instructions:

- If you are unsure about what to put in a particular field, just leave it blank.
- Data requirements differ from MLS to MLS, so we may not be able to show all the information you provide us on your listing.
- The size of fields differs from MLS to MLS, so items such as *Marketing Remarks* or *Directions* may have to be truncated to fit the space permitted.

To submit your form via **email**:

1. Complete the form on your computer.
2. Click on the **SUBMIT** button on the last page of the form.
3. Follow the instructions.

To submit the form via **fax**:

1. Complete the form on your computer.
2. Print the form.
3. Fax the form to 219-861-1049.

To **mail** the form:

1. Complete the form on your computer.
2. Print the form.
3. Mail the form to Mentor Listing Realty, P.O. Box 507, Michigan City, Indiana 46361-0507.

Still have questions? Call Mentor Listing Realty at 866-269-1006 or email us at ResidentialInput@MentorListing.com. See our web site at www.MentorListing.com for information on our services and policies.

*When completed, press the **SUBMIT** button to send

| | | |
|--|--|---|
| _____ Owner Last Name | _____ Owner First Name | _____ Date |
| _____ Street Number | _____ Street Name | _____ Unit # |
| _____ City | _____ Zip | _____ Cross Street |
| _____ Property Type <i>House, Condo, etc</i> | _____ County | _____ Subdivision |
| _____ Township | _____ New Construction? | _____ Year Built |
| _____ Lockbox (Y/N) | _____ Lockbox Type <i>Mechanical or Electronic</i> | _____ Air Conditioning <i>Central, Wall Units, None, etc.</i> |
| _____ Lot Size <i>Acres or Square Feet</i> | _____ Lot Size Source <i>Survey, Plat, etc.</i> | _____ Lot Dimensions |
| _____ Bedrooms Above Grade | _____ Bedrooms Below Grade | _____ Earnest Money Required (<i>Amount</i>) |
| _____ Possession <i>At Closing, Negotiable, etc.</i> | _____ Owner Website (<i>Optional</i>) | _____ Owner Phone |
| _____ Occupant Type <i>Owner, Tenant, etc</i> | _____ Occupant Name | _____ Phone to Show |

Home Owners Assoc.?
Yes, No, Optional, etc.

HOA Fee

HOA Fee Payment
Yearly or Monthly

School District

Grade School

Junior High School

High School

Garage # of Cars

Foundation
Slab, Crawl, Full Basement, etc.

Water Source
City, Well, etc.

Sewer
City, Septic, etc.

Heat
Forced air, gas, etc.

Total Rooms

Agent Owned?

| Approx. Square Footage | Finished & Unfinished Gross Total | Finished Square FT. |
|--|--------------------------------------|---------------------|
| Upper Level Sq. Ft. | | |
| Main Level Sq. Ft. | | |
| Lower Level Sq. Ft. | | |
| Total All Levels (Less Bsmt.) | | |
| Basement Sq. Ft. | | |
| Total All Level Including Bsmt. | | |

| |
|------------------|
| Bathrooms |
|------------------|

| | | | | | | | |
|------------------|--|-------------------|--|-------------------|--|----------------------|--|
| Main Full | | Upper Full | | Lower Full | | Basement Full | |
| Main Half | | Upper Half | | Lower Half | | Basement Half | |

Total Full Baths

Total Half Baths

Total Baths

| Room Dimensions | Size | Level | Floor Covering | Window Treat (Y/N) | Blinds (Y/N) | Fireplace (Y/N) |
|-------------------------------------|-------------|--------------|-----------------------|---------------------------|---------------------|------------------------|
| Living Room | x | | | | | |
| Dining Room | x | | | | | |
| Kitchen | x | | | | | |
| Family Room | x | | | | | |
| Bedroom 1 | x | | | | | |
| Bedroom 2 | x | | | | | |
| Bedroom 3 | x | | | | | |
| Bedroom 4 | x | | | | | |
| Optional Room Name: _____ | x | | | | | |
| Optional Room Name: _____ | x | | | | | |
| Optional Room Name: _____ | x | | | | | |

Floor Coverings Examples: Tile, Vinyl, Hardwood, Laminate, Terrazzo, Carpet,

Levels: Main, Upper, Lower, Basement

Optional Room Names Examples: Sun Room, Foyer, Rec. Room, Breakfast Room, Patio, Den/Library, Workshop, Laundry Room, Bonus Room

Property Features

*Note: Not all Multiple Listing Services offer the same choices on features, so we may not be able to show all your information on your listing.

1) Property Design (*Ranch, 2 Story, etc.*)

2) Garage (*Attached, Detached, Heated, etc.*) *Include # of cars

3) Exterior Material (*Brick, Vinyl, Stucco, etc.*)

4) Exterior Features (*Balcony, Fenced Yard, Porch, Pool, etc.*)

5) Lot (*Cul-de-sac, Wooded, Curbs, etc.*)

6) Interior Features (*Wet Bar, Main Floor Bathroom, Whirlpool Tub, etc.*)

7) Appliances (*Dishwasher Built-In, Oven, Water Softener, etc.*)

8) Equipment (*Cable TV Hookup, Intercom, Sump Pump, etc.*)

9) Heat Type (*Natural Gas, Electric, Oil, etc.*)

10) Water Heater (*Gas, Electric, Propane, etc.*)

11) Heat System (*Forced Air, Baseboard, Radiant/Radiator, etc.*)

12) Association Provided Services (*Common Entrance, Clubhouse, Lawn Maintenance, etc.*)

13) Possible Financing (*Conventional, FHA, Assumable, Cash, etc.*)

14) Misc. Features (*REO, Fixer-Upper, Corporate/Relocation, etc.*)

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