



**Location**

<sup>(R)</sup> Street Number	<table border="1" style="width:100%; border-collapse: collapse;"> <tr><th colspan="2">Street Direction</th></tr> <tr><td>East</td><td>South</td></tr> <tr><td>North</td><td>Southeast</td></tr> <tr><td>Northeast</td><td>Southwest</td></tr> <tr><td>Northwest</td><td>West</td></tr> </table>	Street Direction		East	South	North	Southeast	Northeast	Southwest	Northwest	West	<sup>(R)</sup> Street Name	<sup>(R)</sup> Building Unit #	<table border="1" style="width:100%; border-collapse: collapse;"> <tr><th colspan="3">Street Type</th></tr> <tr><td>Avenue</td><td>Lake</td><td>Plaza</td></tr> <tr><td>Blvrd</td><td>Landing</td><td>Point</td></tr> <tr><td>Circle</td><td>Lane</td><td>Ridge</td></tr> <tr><td>Court</td><td>Manor</td><td>Road</td></tr> <tr><td>Cove</td><td>Overlook</td><td>Row</td></tr> <tr><td>Creek</td><td>Park</td><td>Square</td></tr> <tr><td>Crescent</td><td>Parkway</td><td>Street</td></tr> <tr><td>Crest</td><td>Pass</td><td>Terrace</td></tr> <tr><td>Drive</td><td>Path</td><td>Trace</td></tr> <tr><td>Grove</td><td>Pike</td><td>Trail</td></tr> <tr><td>Hollow</td><td>Place</td><td>Way</td></tr> </table>	Street Type			Avenue	Lake	Plaza	Blvrd	Landing	Point	Circle	Lane	Ridge	Court	Manor	Road	Cove	Overlook	Row	Creek	Park	Square	Crescent	Parkway	Street	Crest	Pass	Terrace	Drive	Path	Trace	Grove	Pike	Trail	Hollow	Place	Way
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## Units (continued)

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Yes  No     Yes  No     Yes  No

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<input type="checkbox"/> Cool None	<input type="checkbox"/> Heat Base Board	<input type="checkbox"/> Hot Water Elec
<input type="checkbox"/> Cool Wall Unit	<input type="checkbox"/> Heat Forced Air	<input type="checkbox"/> Hot Water Gas
<input type="checkbox"/> Cool Window Unit	<input type="checkbox"/> Heat Gravity	<input type="checkbox"/> Hot Water Oil
<input type="checkbox"/> Fuel Electric	<input type="checkbox"/> Heat Hot Water	<input type="checkbox"/> Hot Water Othr
<input type="checkbox"/> Fuel Gas	<input type="checkbox"/> Heat Pump	<input type="checkbox"/> Hot Water Prpn
<input type="checkbox"/> Fuel Oil	<input type="checkbox"/> Heat Other	<input type="checkbox"/> Other/See Rmks

(R)Miscellaneous (Choose up to 5)	
<input type="checkbox"/> Dishwasher	<input type="checkbox"/> Refrigerator
<input type="checkbox"/> Disposal	<input type="checkbox"/> Washer
<input type="checkbox"/> Dryer	<input type="checkbox"/> Water Sftnr Pd
<input type="checkbox"/> Eat-In Kitchen	<input type="checkbox"/> Water Sftnr Rnt
<input type="checkbox"/> Fireplace	<input type="checkbox"/> Other
<input type="checkbox"/> Laundry Connctn	<input type="checkbox"/> No Equipment
<input type="checkbox"/> Range/Oven	

## Features

### Building Type

- Apartment Building
- Apartment Complex
- Double/Duplex
- Fourplex
- Townhouse
- Triplex

### (R)Architectural Style (Choose up to 2)

<input type="checkbox"/> A-Frame	<input type="checkbox"/> Georgian	<input type="checkbox"/> Ranch
<input type="checkbox"/> Art Deco	<input type="checkbox"/> Gothic Revival	<input type="checkbox"/> Regency
<input type="checkbox"/> Art Nouveau	<input type="checkbox"/> Greek Revival	<input type="checkbox"/> Rustic
<input type="checkbox"/> Arts & Crafts/Craftsman	<input type="checkbox"/> Historic	<input type="checkbox"/> Saltbox
<input type="checkbox"/> Bi-Level	<input type="checkbox"/> International	<input type="checkbox"/> Second Empire
<input type="checkbox"/> Bungalow	<input type="checkbox"/> Italianate	<input type="checkbox"/> Shed
<input type="checkbox"/> Cape Code	<input type="checkbox"/> Log	<input type="checkbox"/> Shingle
<input type="checkbox"/> Chalet	<input type="checkbox"/> Manufactured	<input type="checkbox"/> Shotgun
<input type="checkbox"/> Chateau	<input type="checkbox"/> Mission	<input type="checkbox"/> Spanish
<input type="checkbox"/> Colonial	<input type="checkbox"/> Modular	<input type="checkbox"/> Stick
<input type="checkbox"/> Contemporary	<input type="checkbox"/> Monterey	<input type="checkbox"/> Traditional American
<input type="checkbox"/> Creole	<input type="checkbox"/> Multi-Level	<input type="checkbox"/> Tri-Level
<input type="checkbox"/> Dutch Colonial	<input type="checkbox"/> National	<input type="checkbox"/> Two Story
<input type="checkbox"/> Earth Home	<input type="checkbox"/> NeoClassical	<input type="checkbox"/> Victorian
<input type="checkbox"/> English/Tudor	<input type="checkbox"/> Prairie	<input type="checkbox"/> Western
<input type="checkbox"/> Federal	<input type="checkbox"/> Pueblo	<input type="checkbox"/> Other
<input type="checkbox"/> French	<input type="checkbox"/> Queen Anne	<input type="checkbox"/> See Remarks

### Building Levels

- (Choose up to 2)
- One
  - Two
  - Three
  - Four+
  - Basement
  - Other

### Gross Area Sq Ft

**Amenities**

### Roof

### HVAC

### Foundation (Choose up to 2)

- Basement - Block
- Basement - Brick
- Basement - Concrete Poured
- Basement - Wood
- Cellar
- Concrete Poured
- Crawl
- Crawl - Block
- Crawl - Brick
- Crawl - Concrete Poured
- Crawl - Wood
- Divided
- Full
- Partial
- Rock
- Slab
- Stone
- Wall - Brick
- Wall - Block Concrete
- Wood
- Other
- See Remarks

### (R)Unit Parking (Choose up to 4)

- Covered
- Garage, One Car
- Garage Two+ Car
- Guest Parking
- On Street
- Parking Garage
- Parking, Lot
- Paved Area
- Space, 1 Car
- Space, 2+ Car
- Underground
- Unpaved
- Other

### (R)Building Utilities (Choose up to 8)

- Electric
- Electral, Sep Meter
- Gas, Sep Meter
- Sewer, Sep Meter
- Sewer
- Water
- Well
- Cable Available
- Cable Connected
- Gas Available
- Gas Connected
- Municipal Steam Available
- Municipal Steam Connected
- Municipal Sewer Available
- Municipal Sewer Connected
- Municipal Water Available
- Municipal Water Connected
- Private Well
- Private Sewer Connected
- Septic System
- Storm Sewers
- Sump Pump
- Other

### (R)Building Information (Choose up to 4)

- Alarm, Burglar
- Alarm, Fire
- Alarm, Smoke
- Furnished - All Units
- Furnished - No Units
- Furnished - Some Units
- Handicap Access
- Security System
- Sprinkler System
- Storage/Locker Area
- Other

**Features (continued)**

**(R) Laundry (Choose up to 4)**

- Common
- Connected - All
- Connected - No
- Connected - Some
- No Laundry
- Other

**(R) Lot Size**

\_\_\_\_\_

**(R) Acres**

- <1/4 Acre
- 1/4 - 1/2 Acre
- 1/2 - 1 Acre
- 1 - 3 Acres
- 3 - 5 Acres
- 5-10 Acres
- 10 - 20 Acres
- >20 Acres
- Condo-HPR-CoOp

**Total # Acres**

\_\_\_\_\_

**Zoning**

\_\_\_\_\_

**# Garages**

\_\_\_\_\_

**# Carports**

\_\_\_\_\_

**(R) Exterior (Choose up to 4)**

- Aluminum
- Brick
- Cedar
- Concrete Block
- Composition Siding - Cement
- Composition Siding - Wood
- Composition Siding - Other
- Cultured Stone
- Drivit Type
- Other
- Shingle/Shake
- Stone
- Stucco Style
- Vinyl
- Vinyl with Brick
- Vinyl with Stone
- Wood
- Wood with Brick
- Wood with Stone
- Other / See Remarks

**Auto Parking**

\_\_\_\_\_

**Auto Parking Surface**

\_\_\_\_\_

**Ratio Of Spaces to Units**

\_\_\_\_\_

**Exterior Amenities (Choose up to 4)**

- Clubhouse
- Driveway, Asphalt
- Driveway, Concrete
- Driveway, Exposed Aggregate
- Drive, Gravel
- Driveway, Pavers
- Fence, Complete
- Fence, Full Rear
- Fence, Partial
- Fence, Privacy
- Fireplace/pit, Outdoor
- Handicap Accessible
- Planned, Not Completed
- Playset
- Pool, Above Ground
- Pool, Below Ground
- Pool Community
- Pool House
- Pool, Indoor
- Pool, Lap
- Putting Green
- Shed, Storage
- Sprinkler/Irrigation System
- Tennis, Community
- Tennis, Court
- Water Feature/Fountain
- Other/See Remarks
- Not Applicable      MW fix spelling

**Basement**

- Yes
- No

**Interstate (Choose up to 2)**

- Ramp < 1 Mile
- Ramp 1 - 3 Miles
- Ramp 3 - 5 Miles
- Ramp > 5 Miles
- Visible

**(R) Lot Information (Choose up to 4)**

- Access, Alley
- Access, Street
- Busline
- Corner Lot
- Creek, On Property
- Cul-de-Sac
- Curbs
- Dock, Access
- Dock, Leased
- Dock, Owned
- Gated Community
- Golf Course, On
- Irregular
- Lakefront
- Pond
- Reservoir, On
- Riverfront
- Sidewalks
- Storm Sewers
- Street Lights
- Subdivision, Not In
- Subdivision, Rural In
- Subdivision, Rural Not In
- Suburban
- Trail, On
- Trees, Mature
- Trees, Small
- Variance
- Water Access
- Water View
- Wedge
- Wooded
- Zoned
- Ott (JK combine)
- Other / See Remarks
- Not Applicable

**Road Access (Choose up to 2)**

- Access, Limited
- Easement Access
- Highway, State
- Highway, U.S.
- Interstate
- Land Locked
- Road, Access
- Road, County
- Road, Frontage
- Road, Private
- Road, State
- Street, City
- Street Cuts
- See Remarks
- Not Applicable

**Road Surface (Choose up to 2)**

- Asphalt
- Concrete
- Dirt
- Gravel
- Tar-Chip
- See Remarks
- Not Applicable

**Road Frontage (Choose up to 2)**

- Highway, State
- Highway, U.S.
- Interstate
- Land Locked
- Road, County
- Road, Frontage
- Road, Private
- Road, State
- Street, City
- See Remarks
- Not Applicable

**(R) Documents on File (Choose up to 6)**

<input type="checkbox"/> ADA Assessment (Americans w Disabilities Act)	<input type="checkbox"/> Deed Restrictions	<input type="checkbox"/> Survey, Staked	<input type="checkbox"/> Unknown
<input type="checkbox"/> Aerial Photo	<input type="checkbox"/> Demographic	<input type="checkbox"/> Survey, Mortgage	<input type="checkbox"/> Water/Well Tests
<input type="checkbox"/> Air Rights	<input type="checkbox"/> Environmental Assessment	<input type="checkbox"/> Survey, Soil	<input type="checkbox"/> See Remarks
<input type="checkbox"/> Building Permit	<input type="checkbox"/> Legal Description	<input type="checkbox"/> Survey, Wetland	<input type="checkbox"/> None
<input type="checkbox"/> Covenants	<input type="checkbox"/> Other Restrictions	<input type="checkbox"/> Topographical Map Available	<input type="checkbox"/> Other
<input type="checkbox"/> Covenants and Restrictions	<input type="checkbox"/> Percolation Test	<input type="checkbox"/> Traffic Counts	<input type="checkbox"/> Not Applicable

**Present Use (Choose 1)**

- Agricultural
- Apartments, Less than 20
- Apartments, More than 20
- Auto, Dealer
- Auto, Gas
- Auto, Miscellaneous
- Church
- Commercial, Multi Tenant
- Commercial, Single Tenant
- Industrial
- Medical
- Office
- Residential
- Restaurant
- Special Use, Government
- Special Use, Park
- Special Use, Recreation
- See Remarks

**Proposed Use (Choose up to 4)**

- Agricultural
- Apartments, Less than 20
- Apartments, More than 20
- Auto, Dealer
- Auto, Gas
- Auto, Miscellaneous
- Church
- Commercial, Multi Tenant
- Commercial, Single Tenant
- Industrial
- Medical
- Office
- Residential
- Restaurant
- Special Use, Government
- Special Use, Park
- Special Use, Recreation

**(R) Green Certification**

- Yes
- No

**Green Features**

- (Required if green certified.)*
- Low/No Volatile Organic Compounds (VOC)
  - Pool - Salt Water
  - Recycled Materials
  - Other/See Remarks

**Certifying Organization**

*(Required if green certified.)*

\_\_\_\_\_

**Certifying Date**

*(Required if green certified.)*

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Building Certification**

*(Required if green certified.)*

- Home Energy Rating Service
- LEED for Homes
- NAHB National Green Bldg Std (ANSI)
- See Attached Certificate

**Energy Efficient Features (Required if green certified.)**

<input type="checkbox"/> Electrical/Lighting	<input type="checkbox"/> Pool - Solar Heat
<input type="checkbox"/> Energy Star Doors	<input type="checkbox"/> Roofing
<input type="checkbox"/> Energy Star Windows	<input type="checkbox"/> Water Fixtures
<input type="checkbox"/> HVAC	<input type="checkbox"/> Water Heater
<input type="checkbox"/> Insulation	<input type="checkbox"/> WaterSense Toilet
<input type="checkbox"/> Low-E Windows	<input type="checkbox"/> Other/See Remarks

**Taxes/Finance**

<sup>(R)</sup>Semi Annual Tax

\_\_\_\_\_

<sup>(R)</sup>Tax Year Due/Payable

\_\_\_\_\_

<sup>(R)</sup>Solid Waste

Yes  No

Investment

Yes  No

**Possible Financing (Choose up to 4)**

<input type="checkbox"/> Assume, Approval	<input type="checkbox"/> Indiana Housing Finance Authority (IHFA)
<input type="checkbox"/> Assume, No Approval	<input type="checkbox"/> Interest Only
<input type="checkbox"/> Balloon	<input type="checkbox"/> Lease Purchase
<input type="checkbox"/> Buyers Assistance Program	<input type="checkbox"/> Lease with Option
<input type="checkbox"/> Cash Only	<input type="checkbox"/> Owner
<input type="checkbox"/> Closing Costs, Seller Will Pay	<input type="checkbox"/> Partial Release
<input type="checkbox"/> Contract / Private	<input type="checkbox"/> Payment, Annual
<input type="checkbox"/> Conventional	<input type="checkbox"/> Payment, Monthly
<input type="checkbox"/> Conventional, Insured (ICON)	<input type="checkbox"/> Payment, Semi-Annual
<input type="checkbox"/> Exchange	<input type="checkbox"/> Subordinate, Will
<input type="checkbox"/> Exchange, 1031	<input type="checkbox"/> U S Dept of Agric Rural Housing (USDA)
<input type="checkbox"/> Farmers Home Loan Administration (FmHA)	<input type="checkbox"/> Veteran Administration (VA)
<input type="checkbox"/> Federal Housing Administration (FHA)	<input type="checkbox"/> Other
<input type="checkbox"/> Government	<input type="checkbox"/> See Remarks
<input type="checkbox"/> Income Restrictions	<input type="checkbox"/> Not Applicable

<sup>(R)</sup>Tax Exemptions (Choose up to 3)

<input type="checkbox"/> Historic Tax Credit
<input type="checkbox"/> Homestead Tax Exemption
<input type="checkbox"/> Homestead Tax Exemption Filed not Reflected
<input type="checkbox"/> Mortgage Tax Exemption
<input type="checkbox"/> Mortgage Tax Exemption Filed not Reflected
<input type="checkbox"/> Veterans Tax Exemption
<input type="checkbox"/> Other Tax Exemption / See Remarks
<input type="checkbox"/> None

Insurance Expense

\_\_\_\_\_

Insurance Exp/SF

\_\_\_\_\_

<sup>(R)</sup>Expenses

\_\_\_\_\_

Operating Expense (Choose up to 5)

- Accounting
- Advertising
- Insurance
- License Permits
- Maintenance
- Management
- Payroll
- Property Taxes
- Repairs
- Utilities
- Other / See Remarks

<sup>(R)</sup>Gross Operating Income

\_\_\_\_\_

Net Operating Income

\_\_\_\_\_

Gross Potential Rent

\_\_\_\_\_

Gross Rent Multiplier

\_\_\_\_\_

<sup>(R)</sup>Owner Pays (Choose up to 8)

- Alarm, Security
- Cable
- Carpet Cleaning
- Dues, Mandatory
- Electric
- Garage/Carport
- Gas
- HOA Fees
- Insurance, Hazard
- Insurance, Liability
- Insurance, Renters
- Insurance, Structural
- Lawn Care
- Oil
- Property Taxes
- Sewer
- Trash Pick-Up
- Utilities, All
- Utilities, None
- Water
- Other / See Remarks
- Not Applicable

<sup>(R)</sup>Tenant Pays (Choose up to 8)

- Alarm, Security
- Cable
- Carpet Cleaning
- Carport Available
- Dues, Mandatory
- Electric
- Garage, Available
- Garage/Carport
- Gas
- HOA Fees
- Insurance, Hazard
- Insurance, Liability
- Insurance, Renters
- Insurance, Structural
- Lawn Care
- Oil
- Rent Only
- Sewer
- Trash Pick-Up
- Utilities, All
- Utilities, None
- Water
- Other / See Remarks
- Not Applicable

**Contract Info: Auction Information**

Auction Company

\_\_\_\_\_

Auction Company License #

\_\_\_\_\_

Auction Manager

\_\_\_\_\_

Auction Manager License #

\_\_\_\_\_

Auction Type\*

\_\_\_\_\_

Auction Date

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

Auction Time

\_\_\_\_ : \_\_\_\_

\*Examples: absolute, minimum bid, reserve, bank ordered, court ordered, estate, flex bid, live, live & online, online, public, sheriff sale, etc.

**Contract Info: Listing Information**

<sup>(R)</sup>Listing Type (Choose 1)

- Exclusive Agency
- Exclusive Right to Lease
- Exclusive Right to Sell
- Exclusive Right to Sell with Exclusion

Circumstance of Sale (Choose 1)

- Arms Length Sale
- Bank Owned Sale
- Estate Sale
- Multiple Offers
- Relocation Sale
- Short Sale
- None

<sup>(R)</sup>Affected by Disclosures

Yes  No

<sup>(R)</sup>Disclosures

(Required if Affected by Disclosures is yes.)

- Bank Owned
- Bankruptcy
- Foreclosure
- Foreclosure, Pre-
- HUD Owned
- Lease Restrictions
- Probate
- Receivership
- Short Sale, Possible
- VA Owned
- NA

<sup>(R)</sup>Disclosures - Other (Choose up to 5)

<input type="checkbox"/> Addendum(s), Special	<input type="checkbox"/> Flood Plain
<input type="checkbox"/> Agent Owned	<input type="checkbox"/> Flood Plain Partial
<input type="checkbox"/> As-Is	<input type="checkbox"/> Historic District
<input type="checkbox"/> Assessments, Other	<input type="checkbox"/> Income Restrictions
<input type="checkbox"/> Assessments, Special	<input type="checkbox"/> Refusal to Sell
<input type="checkbox"/> Auction	<input type="checkbox"/> Relocation Controlled
<input type="checkbox"/> Barrett Assessment	<input type="checkbox"/> Relocation Owned
<input type="checkbox"/> Cosmetics, Needs	<input type="checkbox"/> Rules & Regulations
<input type="checkbox"/> Covenants & Restrictions	<input type="checkbox"/> Sales Disclosure, Not Required
<input type="checkbox"/> Defects, Call Office	<input type="checkbox"/> Sales Disclosure, On File
<input type="checkbox"/> Defects, None Noted	<input type="checkbox"/> Sales Disclosure, See Media
<input type="checkbox"/> Defects, See Remarks	<input type="checkbox"/> Tap Fee
<input type="checkbox"/> Driveway, Shared	<input type="checkbox"/> Updating, Needs
<input type="checkbox"/> Exclusions, Call Office	<input type="checkbox"/> 55+ Community (order)
<input type="checkbox"/> Fixer Upper	<input type="checkbox"/> None
<input type="checkbox"/> Flood Insurance Required	<input type="checkbox"/> Other / See Remarks

<sup>(R)</sup>Inspections/Warranties (Choose up to 3)

- Environmental
- General
- Inspection, Mechanical
- Inspection, Radon
- Inspection, Septic
- Inspection, Structural
- Inspection, Termite
- Inspection & Test Well
- Lead-Based Paint
- Warranty, Builder
- Warranty, Homebuyer
- Water Test, Bacteria
- Water Test, Lead
- Other
- See Remarks
- Not Applicable

<sup>(R)</sup>Possession (Choose up to 2)

- Closing, At
- Date, Specific
- Negotiable
- Other Home, Upon Possession of
- Rent Back, Per Diem
- Tenant's Rights
- Other (order)

<sup>(R)</sup>Available for Showing

Yes  No

<sup>(R)</sup>Allow Listing on Internet?

Yes  No

<sup>(R)</sup>Allow Property Description on Internet?

Yes  No

<sup>(R)</sup>Prohibit Comments or Reviews On Internet?

Yes  No

<sup>(R)</sup>Available for Showing Date

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

<sup>(R)</sup>Allow Address on Internet?

Yes  No

<sup>(R)</sup>Prohibit Auto Est of Mkt Value on Internet?

Yes  No

<sup>(R)</sup>Is there Direct Soliciting?

Is there a "For Sale by Owner" or other sign or notice on the property indicating the seller is soliciting direct contact from buyers?

Yes  No

