

Property Input Form

This form is for all property types, if an item does not apply to your property type, leave it blank. Some of the info herein will not be posted to your listing on the MLS, they vary from area to area. Please fill out this form as completely and neatly as possible.

****DO NOT check any features that do not convey with the sale.** Call for clarification.

Owner name/s:				
Person filling out form:				
Relationship to owner:				
Property address:				
City:		County:		Zip:
Address-seller if not property address:				
Primary #		Type:		Name:
Secondary #		Type:		Name:
Owner 1 email:				
Owner 2 email:				
Is either seller a licensed agent/broker:		<input type="checkbox"/> Yes		<input type="checkbox"/> No
Entry type:	<input type="checkbox"/> *Supra	<input type="checkbox"/> Combo: pick a 4-digit code		<input type="checkbox"/> No lockbox-Seller to give access.
*I understand that it is my responsibility to send the <u>Supra</u> back to us for the refund of deposit.				
List my property in this MLS (pick one only): If you are unsure, please call us 817-283-5134 ex 1.				
<input type="checkbox"/> Austin*	<input type="checkbox"/> Bryan/Col Sta	<input type="checkbox"/> Central Tx*	<input type="checkbox"/> Corpus	<input type="checkbox"/> Houston*
<input type="checkbox"/> Longview	<input type="checkbox"/> N Texas*	<input type="checkbox"/> San Antonio*	<input type="checkbox"/> Tyler	<input type="checkbox"/> Waco
*denotes a showing service is available. If not available, it will need to be shown by appointment				
Home is:	<input type="checkbox"/> Vacant	<input type="checkbox"/> Seller occupied	<input type="checkbox"/> Tenant occupied	
Showing Type:				
<input type="checkbox"/> Courtesy Call: Only available with CSS/Showing Time and lockbox. You will get a message with agent name, company and time if you don't answer. Agent will show.				
<input type="checkbox"/> Appointment required: This is for: No CSS/Showing Time, no lockbox, or special conditions. Can be used with SS/Showing Time. You will have to confirm, before agent can show.				
Special showing instructions (please state if you need notice to show):				
*If you are not using a lockbox, you will need to be there to give access to the property.				
Gate code:		<input type="checkbox"/> Security system is armed	Code to disarm:	
Where is the security pad located?				
Please rearm system with this code:				
Pets on property:				
Do you have an existing Survey?	<input type="checkbox"/> Yes	Date of survey?		<input type="checkbox"/> No
Have you made any changes to the lot/boundaries?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes what has been done?				
Why are you selling your home?				
Are you moving prior to selling or only if your home sells?				
<input type="checkbox"/> No, we are only moving if this home sells.		<input type="checkbox"/> Yes, move out date:		
Is the property located in a flood zone?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Is flood insurance required?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
*if flood insurance is required you will need to fill out form TAR 1414				

[Type here]

Property type:									
<input type="checkbox"/> Single Detached		<input type="checkbox"/> Condo		<input type="checkbox"/> Townhome		<input type="checkbox"/> Mid/Hi rise		<input type="checkbox"/> Farm/Ranch	
<input type="checkbox"/> Lot		<input type="checkbox"/> Lots/Acreage		<input type="checkbox"/> Manufactured		<input type="checkbox"/> Full Duplex		<input type="checkbox"/> ½ Duplex	
Listing type:			<input type="checkbox"/> For sale		<input type="checkbox"/> For lease		<input type="checkbox"/> Commercial		
Property square foot:					We will use the tax data; unless you supply an appraisal to us.				
Year built:					We will use the tax data base, unless you supply documentation.				
**If your home was built prior to 1978 you will need to fill out form TREC OP-L									
<input type="checkbox"/> New construction complete			<input type="checkbox"/> New construction incomplete			Est. date completion:			
<input type="checkbox"/> Preowned		Other:							
Builder Name:									
# Stories:			# Bedrooms:			# Full baths:			
# Half baths:			# Living areas:			# Eating areas:			
Garage dimensions:			X						
Room name		Dimensions Feet only		What floor it is on			Special features:		
		X		<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> Custom closets <input type="checkbox"/> Fireplace in master <input type="checkbox"/> Sitting in master <input type="checkbox"/> Walk-in closet-master <input type="checkbox"/> Walk-in closet-bedrooms <input type="checkbox"/> Split bedrooms <input type="checkbox"/> Garden tub <input type="checkbox"/> Jetted tub <input type="checkbox"/> Dual sinks <input type="checkbox"/> Granite counters-kitchen <input type="checkbox"/> Granite counters-bathrooms <input type="checkbox"/> Separate shower <input type="checkbox"/> Separate vanities <input type="checkbox"/> Medicine cabinet <input type="checkbox"/> Laundry chute <input type="checkbox"/> Breakfast bar <input type="checkbox"/> Butler's pantry <input type="checkbox"/> Island-kitchen <input type="checkbox"/> Separate utility rm in house <input type="checkbox"/> Utility in garage <input type="checkbox"/> Electric dryer hookup <input type="checkbox"/> Gas dryer hookup <input type="checkbox"/> Washer hookup		
		X		<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3			
		X		<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3			
		X		<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3			
		X		<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3			
		X		<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3			
		X		<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3			
		X		<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3			
		X		<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3			
		X		<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3			
		X		<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3			
		X		<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3			
		X		<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3			
		X		<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3			
		X		<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3			
		X		<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3			
Alarm system:							<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Burglar <input type="checkbox"/> Fire/smoke <input type="checkbox"/> Owned <input type="checkbox"/>		
<input type="checkbox"/> Carbon monoxide		<input type="checkbox"/> Ext security lights							
<input type="checkbox"/> Leased		<input type="checkbox"/> Monitored							
<input type="checkbox"/> Smoke detector		<input type="checkbox"/> Wireless							
# Garage spaces (enclosed):			<input type="checkbox"/> Attached			<input type="checkbox"/> Detached			
<input type="checkbox"/> Additional parking		<input type="checkbox"/> Oversized					<input type="checkbox"/> Tandem		
<input type="checkbox"/> driveway gate		<input type="checkbox"/> Auto door opener					<input type="checkbox"/> Boat parking		
<input type="checkbox"/> Circle driveway		<input type="checkbox"/> Converted garage					<input type="checkbox"/> Golf cart		
<input type="checkbox"/> Porte-cochere		<input type="checkbox"/> RV parking					<input type="checkbox"/> workshop		
# Carport spaces (covered):			<input type="checkbox"/> Attached			<input type="checkbox"/> Detached			

[Type here]

Style of property:			
<input type="checkbox"/> Contemporary	<input type="checkbox"/> Mediterranean	<input type="checkbox"/> Ranch	
<input type="checkbox"/> Traditional	<input type="checkbox"/> Split level	<input type="checkbox"/> Colonial	<input type="checkbox"/> Other:
Heating/cooling:			
<input type="checkbox"/> Central air-gas	<input type="checkbox"/> Additional water heater	<input type="checkbox"/> Central air-electric	
<input type="checkbox"/> Heat pump	<input type="checkbox"/> Central heat-electric	<input type="checkbox"/> Central heat-gas	
<input type="checkbox"/> Propane	<input type="checkbox"/> Window unit	<input type="checkbox"/> Zoned	
	<input type="checkbox"/> Solar	<input type="checkbox"/> Other:	
Restrictions to property:			
Construction:			
<input type="checkbox"/> Brick	<input type="checkbox"/> Frame/brick trim	<input type="checkbox"/> Metal	
<input type="checkbox"/> Rock/stone	<input type="checkbox"/> Siding	<input type="checkbox"/> Stucco	<input type="checkbox"/> Other _____
Street/Utilities:			
<input type="checkbox"/> Aerobic Septic	<input type="checkbox"/> Alley	<input type="checkbox"/> City Sewer	
<input type="checkbox"/> City Water	<input type="checkbox"/> Co-op water	<input type="checkbox"/> Curbs	<input type="checkbox"/> Well
<input type="checkbox"/> Septic	<input type="checkbox"/> Sidewalk	<input type="checkbox"/> Private Water	<input type="checkbox"/> Private Sewer
<input type="checkbox"/> Road type	<input type="checkbox"/> Other:		
*If you have a septic system, you will need to fill out TAR 1407			
Multi Parcel ID:			
Accessory Unit:			
<input type="checkbox"/> Guest qtrs	<input type="checkbox"/> Pools house	<input type="checkbox"/> Other:	
Lot dimensions:			
	X	Lot size (acres):	
Lot description:			
<input type="checkbox"/> Acreage	<input type="checkbox"/> Airpark	<input type="checkbox"/> Cleared	<input type="checkbox"/> Corner
<input type="checkbox"/> Cul-de-sac	<input type="checkbox"/> On public golf course	<input type="checkbox"/> In Golf community	<input type="checkbox"/> On private golf course
<input type="checkbox"/> Subdivision lot	<input type="checkbox"/> Greenbelt	<input type="checkbox"/> Waterfront	<input type="checkbox"/> Other:
	<input type="checkbox"/> Water view	<input type="checkbox"/> Wooded	
Waterfront:			
<input type="checkbox"/> Bay front	<input type="checkbox"/> Bay view	<input type="checkbox"/> Beachfront	
<input type="checkbox"/> Boat lift	<input type="checkbox"/> Pond	<input type="checkbox"/> Boat ramp private	<input type="checkbox"/> Boat slip
<input type="checkbox"/> Lake view	<input type="checkbox"/> Lakefront	<input type="checkbox"/> Boat ramp public	<input type="checkbox"/> Other:
Agriculture exempt?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
*MUD district?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
*You will need to fill out a MUD form if it is in a MUD district.			
Interior Features (only check features that will convey with the sale):			
<input type="checkbox"/> Bay windows	<input type="checkbox"/> B/I wine-cooler	<input type="checkbox"/> Skylights	<input type="checkbox"/> Sound sys wiring
<input type="checkbox"/> Loft	<input type="checkbox"/> Central vac	<input type="checkbox"/> Dec. lighting	<input type="checkbox"/> Plantation shutters
<input type="checkbox"/> Vaulted ceilings	<input type="checkbox"/> Wainscoting	<input type="checkbox"/> Water filter	<input type="checkbox"/> Water softener
<input type="checkbox"/> Wet bar	<input type="checkbox"/> Window coverings	<input type="checkbox"/> Water purifier	<input type="checkbox"/> Other:
Roof:			
<input type="checkbox"/> Built-up	<input type="checkbox"/> Composition	<input type="checkbox"/> Concrete	
<input type="checkbox"/> Fiber cement	<input type="checkbox"/> Metal	<input type="checkbox"/> Shake metal	<input type="checkbox"/> Tar/gravel
<input type="checkbox"/> Tile/slate	<input type="checkbox"/> Wood shingle		
Kitchen (check only if convey with the sale):			
<input type="checkbox"/> Convection oven	<input type="checkbox"/> Separate B/I ice maker	<input type="checkbox"/> B/I fridge	
<input type="checkbox"/> Com grade range	<input type="checkbox"/> Compactor	<input type="checkbox"/> Elec Cooktop	<input type="checkbox"/> Gas Cooktop
<input type="checkbox"/> Dishwasher	<input type="checkbox"/> Disposal	<input type="checkbox"/> Double oven	<input type="checkbox"/> Dryer
<input type="checkbox"/> Indoor grill	<input type="checkbox"/> Elec oven	<input type="checkbox"/> Gas oven	<input type="checkbox"/> Gas range
<input type="checkbox"/> Elec range	<input type="checkbox"/> Fridge	<input type="checkbox"/> Plum for gas	<input type="checkbox"/> Washer
<input type="checkbox"/> Water line to fridge	<input type="checkbox"/> Other		
Type of Counter tops:			
Utility room:			
<input type="checkbox"/> Electric dryer con.	<input type="checkbox"/> Gas dryer con.	<input type="checkbox"/> Washer con.	
<input type="checkbox"/> Sink	<input type="checkbox"/> Closet	<input type="checkbox"/> Cabinets	<input type="checkbox"/> Other:

[Type here]

Pool in backyard:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Above ground
<input type="checkbox"/> Attached spa	<input type="checkbox"/> Cabana	<input type="checkbox"/> Cleaning sys	<input type="checkbox"/> Custom cover
<input type="checkbox"/> Diving	<input type="checkbox"/> Heated	<input type="checkbox"/> Gunite	<input type="checkbox"/> Vinyl
<input type="checkbox"/> Indoor	<input type="checkbox"/> Infinity edge	<input type="checkbox"/> Lap pool	<input type="checkbox"/> Play pool
<input type="checkbox"/> Pool fenced	<input type="checkbox"/> Saltwater	<input type="checkbox"/> Water feature	<input type="checkbox"/> Other
Community Pool:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Energy Efficient:	<input type="checkbox"/> 13-15 Seer AV	<input type="checkbox"/> 16+ Seer Ac	<input type="checkbox"/> Attic fan
<input type="checkbox"/> Ceiling fans	<input type="checkbox"/> Double pane windows	<input type="checkbox"/> Elec wtr heater	<input type="checkbox"/> Gas Wtr heater
<input type="checkbox"/> Program therm.	<input type="checkbox"/> Thermo windows	<input type="checkbox"/> Strom doors	<input type="checkbox"/> Strom windows
<input type="checkbox"/> Solar screens	<input type="checkbox"/> Tankless wtr heater	<input type="checkbox"/> Radiant barrier	<input type="checkbox"/> Other:
Handicap features:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Elevator
<input type="checkbox"/> Hand rails	<input type="checkbox"/> Lower fixtures	<input type="checkbox"/> Meets ADA	<input type="checkbox"/> Ramp
<input type="checkbox"/> Wheelchair access	<input type="checkbox"/> Wide doorways	<input type="checkbox"/> Other:	
Flooring:	<input type="checkbox"/> Brick/adobe	<input type="checkbox"/> Carpet	<input type="checkbox"/> Ceramic tile
<input type="checkbox"/> Concrete	<input type="checkbox"/> Laminate	<input type="checkbox"/> Marble	<input type="checkbox"/> Vinyl
<input type="checkbox"/> Slate	<input type="checkbox"/> Stone	<input type="checkbox"/> Terrazzo	<input type="checkbox"/> Wood
Fence:	<input type="checkbox"/> Auto gate	<input type="checkbox"/> Iron	<input type="checkbox"/> Chain link
<input type="checkbox"/> Cross fenced	<input type="checkbox"/> Dog run	<input type="checkbox"/> Wood	<input type="checkbox"/> Other:
# Fireplaces: _____	<input type="checkbox"/> Blower fan	<input type="checkbox"/> Brick	<input type="checkbox"/> Decorative
<input type="checkbox"/> Direct vent	<input type="checkbox"/> Electric	<input type="checkbox"/> Gas logs	<input type="checkbox"/> Gas starter
<input type="checkbox"/> See through	<input type="checkbox"/> Stone	<input type="checkbox"/> Wood burning	<input type="checkbox"/> Other:
Foundation:	<input type="checkbox"/> Basement	<input type="checkbox"/> Pier & Beam	<input type="checkbox"/> Pilings
<input type="checkbox"/> Slab	<input type="checkbox"/> Pier & beam slab	<input type="checkbox"/> Other:	
Exterior Features:	<input type="checkbox"/> Arena	<input type="checkbox"/> Balcony	<input type="checkbox"/> Boat dock
<input type="checkbox"/> Deck	<input type="checkbox"/> Gazebo/ pergola	<input type="checkbox"/> Gutters	<input type="checkbox"/> Lighting sys
<input type="checkbox"/> Patio covered	<input type="checkbox"/> Patio open	<input type="checkbox"/> RV/boat pkg	<input type="checkbox"/> Sport court
<input type="checkbox"/> Sprinkler sys	<input type="checkbox"/> Stable/barn	<input type="checkbox"/> Storage bld	<input type="checkbox"/> Other:
Common Features:	<input type="checkbox"/> Boat ramp	<input type="checkbox"/> Campground	<input type="checkbox"/> Club house
<input type="checkbox"/> Common dock	<input type="checkbox"/> Private dock	<input type="checkbox"/> Community pool	<input type="checkbox"/> Gated entrance
<input type="checkbox"/> Golf-public	<input type="checkbox"/> Golf-private	<input type="checkbox"/> Greenbelt	<input type="checkbox"/> Hanger
<input type="checkbox"/> Jogging path	<input type="checkbox"/> Bike path	<input type="checkbox"/> Landing strip	<input type="checkbox"/> Marina
<input type="checkbox"/> Park	<input type="checkbox"/> Playground	<input type="checkbox"/> Private lake/pond	<input type="checkbox"/> RV parking
<input type="checkbox"/> Spa	<input type="checkbox"/> Tennis	<input type="checkbox"/> Sport courts	<input type="checkbox"/> Other:
Mandatory HOA?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Voluntary
HOA dues \$	<input type="checkbox"/> Annual	<input type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly
	<input type="checkbox"/> Semi-annual		
HOA Includes:	<input type="checkbox"/> All utilities	<input type="checkbox"/> Back yard main.	<input type="checkbox"/> Frt yard maint.
	<input type="checkbox"/> Ext. maint.		
<input type="checkbox"/> Maint. common areas	<input type="checkbox"/> Full use	<input type="checkbox"/> Management fees	<input type="checkbox"/> Other:
This section is for lease properties, it only needs to be filled out if this is a lease listing:			
Smoking allowed:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Pet Deposit: \$
Pets allowed:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Pet rent? \$
Approval required:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Application fee: \$		Security Deposit: \$	
Length of lease:		Date Available:	
# days guest allowed:			
Repair Deductible?	<input type="checkbox"/> Yes	\$	<input type="checkbox"/> No

[Type here]

This section is only if this is a multi-family property: duplex, triplex, fourplex:

Room name	Dimensions Ft only		What floor it is on			Special features:
Unit 2 Rooms:						
	X		<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> Custom closets <input type="checkbox"/> Fireplace in master <input type="checkbox"/> Sitting in master <input type="checkbox"/> Walk-in closet-master <input type="checkbox"/> Walk-in closet-bedrooms <input type="checkbox"/> Split bedrooms <input type="checkbox"/> Garden tub <input type="checkbox"/> Jetted tub <input type="checkbox"/> Dual sinks <input type="checkbox"/> Granite counters-kitchen <input type="checkbox"/> Granite counters-bathrooms <input type="checkbox"/> Separate shower <input type="checkbox"/> Separate vanities <input type="checkbox"/> Medicine cabinet <input type="checkbox"/> Laundry chute <input type="checkbox"/> Breakfast bar <input type="checkbox"/> Butler's pantry <input type="checkbox"/> Island-kitchen <input type="checkbox"/> Separate utility room in house <input type="checkbox"/> Utility in garage <input type="checkbox"/> Electric dryer hookup <input type="checkbox"/> Gas dryer hookup <input type="checkbox"/> Washer hookup
	X		<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	
	X		<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	
	X		<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	
	X		<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	
	X		<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	
Unit 3 Rooms:						
	X		<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	
	X		<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	
	X		<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	
	X		<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	
	X		<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	
	X		<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	
Unit 4 Rooms:						
	X		<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	
	X		<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	
	X		<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	
	X		<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	
	X		<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	
	X		<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	

This information has been furnished by the seller and /or other sources and is not guaranteed by the broker or MLS. Seller warrants this information to be correct to the best of their ability.

Signature _____ date _____

Signature _____ date _____

[Type here]