MI REAL SOURCE
Providing the TOOLS for Success in Real Estate

RESIDENTIAL | CONDO | FARM

ML# _____

	ID#	Name	Phone
*List Agent			
*List Office			
Co-List Agent			
Co-List Office			

*ALL REQUIRED

☐ Sale ☐ Lease	☐ SF ☐ Condo ☐ Farm	**PRICE**	**LIST DATE**	**EXP DATE**

*OWNERSHIP (choose one)

☐ Private   ☐ Government Owned
☐ Bank Owned   ☐ Corporate/Relocation

*CONTRACT TYPE (choose one)

☐ Exclusive Right to Sell   ☐ Exclusive Right to Sell/VR
☐ Unbundled Services   ☐ Unbundled Services/VR

*Signed Disclosure   ☐ Yes ☐ No

*Subject to Short Sale Approval   ☐ Yes ☐ No

Protection Period _____ ***Listing Exception** ☐ Yes ☐ No

*Possession

LOCATION INFO

*County_____ ***School District** _____

*Address_____
No.   Dir   Street Name   St Type   Side of St   Unit#   Bldg#

*Mail City_____ ***Area-Municipality**_____ ***Zip**_____

*Municipality Type ☐ City ☐ Twp ☐ Village   ***Subdivision**_____

*Cross Street 1 _____ ***Cross Street 2** _____ Directions _____

PROPERTY INFO

*Bedrooms   ***Baths Full**   ***Baths Half**   ***Above Grd Sqft**   ***Below Grd Sqft**   ***Below Grd Fin**

*Source of Sqft   ☐ Appraisal   ☐ Estimated   ☐ Measured   ☐ Realist   ☐ Public Rec

*Year Built   ***Frontage**   ***Frontage Type** ☐ Road ☐ Water ☐ Golf   ***Acres**

*Lot Dimensions _____   ***Site Condo** ☐ Yes ☐ No   ***Manufactured** ☐ Yes ☐ No

Body of Water _____   ***Fireplaces Total** _____   New Construction ☐ Yes ☐ No

*Garage Spaces _____ Gar Dimensions _____ Garage Type _____ ☐ Attached ☐ Detached ☐ Additional Gar

☐ Electricity ☐ Heated ☐ Opener ☐ Side Entry ☐ Off Street ☐ Carport ☐ Workshop ☒ Basement Access

*B- STRUCTURE STYLE

☐ 1 Story
☐ 1 1/2 Story
☐ 2 Story
☐ 2 Story +
☐ Bi-Level
☐ Tri-Level
☐ Quad Level
☐ Condo/Ranch 1st Flr
☐ Condo/Ranch 2nd Flr or Above
☐ Condo/Apt 1st Flr
☐ Condo/Apt 2nd Flr or Above
☐ Other/See Remarks

*M- EXTERIOR CONSTRUCTION

☐ Aluminum   ☐ Shingle Siding
☐ Asphalt   ☐ Stone
☐ Asbestos   ☐ Stucco
☐ Brick   ☐ Vinyl Siding
☐ Cement Siding ☐ Vinyl Trim
☐ Cedar   ☐ Wood
☐ Cinder Block
☐ Composition
☐ Log
☐ Masonite
☐ Metal Siding
☐ Other

*ZM- ARCHITECTURE STYLE

☐ Bungalow   ☐ Loft
☐ Cape Cod   ☐ Manufactured
☐ Chalet   ☐ Modular
☐ Colonial   ☐ Raised Ranch
☐ Contemporary   ☐ Ranch
☐ Cottage   ☐ Saltbox
☐ Craftsman   ☐ Split Level
☐ Detached   ☐ Townhouse
☐ End Unit   ☐ Tudor
☐ Farm House   ☐ Traditional
☐ Historic   ☐ Victorian
☐ Log Home   ☐ Other

TRANSACTIONS TransactionDesk Edition

*Property Tax ID#						
*Legal Description						
*SEV	$	***Taxable Value**	$	***SEV / Tax Year**		
*Summer Tax	$	***Summer Tax Yr**		***Homestead/PRE**	☐ Yes ☐ No	
*Winter Tax	$	***Winter Tax Yr**		***Total Tax**	$	
*Assessment(s)	☐ Yes ☐ No	Assessment Amt	$	Encroachment(s)	☐ Yes ☐ No	
*Additional Docs	☐ Yes ☐ No	Document Type				
*Well & Septic Insp	☐ Yes ☐ No	Date Completed				
Flood Plain	☐ No ☐ 100yr ☐ 500yr ☐ Unknown	Flood Ins	☐ Required ☐ Not Required			

*FINANCIAL TERMS

☐ Cash ☐ Conv ☐ FHA ☐ FHA 203K ☐ VA ☐ Rural Dev

☐ Assumption ☐ Conv Blend ☐ Auction ☐ Exchange ☐ Land Contract Home Warranty ☐ Yes ☐ No

LC Down Pmt $_____ LC Pmt Amount _____ LC Int Rate _____ Includes Taxes/Ins ☐ Yes ☐ No

*ASSOCIATION (if checked YES—ALL fields below REQUIRED)

Association ☐ Yes ☐ No Assoc Fee Amount_____ Assoc Fee Sch ☐ Monthly ☐ Quarterly ☐ Yearly

Assoc Fee Incl ☐ Cable Included ☐ Club House Included ☐ Electric Included ☐ Exterior Maintenance ☐ Ground Maintenance ☐ Gas

☐ Heating ☐ Heating/Cooling ☐ Lawn Maintenance ☐ Community Pool ☐ Snow Removal ☐ Trash Removal ☐ Water ☐ Sewer

Assoc Name _____ Assoc Contact _____ Assoc Phone #_____

*PET - REQ for Assoc & Lease Pets Allowed ☐ Yes ☐ No Pets Restrictions ☐ No Restrictions ☐ Breed Restrictions

☐ Call for Restrictions ☐ Cats Allowed ☐ Dogs Allowed ☐ Number Limit ☐ Size Limit ☐ Pet Negotiable

*LEASE (if YES—ALL fields below REQUIRED)

Application Fee $_____ Security Dep $_____ ☐ 12 Months ☐ 24 Months ☐ 25 Months or More

☐ Water Incl ☐ Heat Incl ☐ Gas Incl ☐ Electric Incl ☐ Option to Purchase

☐ Smoking Allowed ☐ Sec 8 Accepted ☐ Less Than 1yr ☐ Month-to-Month ☐ Seasonal

Rooms	***Level**	***Dimensions**		Floor Covering		***Level**	***Dimensions**		Floor Covering
		L	W				L	W	
Living Room					Full Bath 1				
Dining Room					Full Bath 2				
Kitchen					Full Bath 3				
Breakfast Nook					Full Bath 4				
Family Room					Full Bath 5				
Great Room					Lav 1				
Library / Den					Lav 2				
Bedroom 1					Lav 3				
Bedroom 2					Lav 4				
Bedroom 3					Laundry Room				
Bedroom 4					Office				
Bedroom 5					Sun/FLA Room				
Bedroom 6					Bonus/Media				

TRANSACTIONS
TransactionDesk Edition

Z - LOT/SITE FEATURES

- ☐ Cleared
- ☐ Corner Lot
- ☐ Cul-De-Sac
- ☐ Dead End
- ☐ Easement
- ☐ Farm
- ☐ Graded
- ☐ Irregular
- ☐ Main Street
- ☐ On Golf Course
- ☐ Platted
- ☐ Ravine
- ☐ Rolling/Hilly
- ☐ Rural
- ☐ Sidewalks
- ☐ Sloping
- ☐ Splits Available
- ☐ Subdivision
- ☐ Wooded
- ☐ Zero Lot Line
- ☐ Adjoins State/Fed Land
- ☐ City Limits

ZU - WATER FEATURES

- ☐ All Sports Lake
- ☐ Boat Facility
- ☐ Canal Frontage
- ☐ Creek/Stream/Brook
- ☐ Dock/Pier Facility
- ☐ Island
- ☐ Lake Frontage
- ☐ Lake/River Access
- ☐ Pond
- ☐ River Frontage
- ☐ Sea Wall
- ☐ Association Access
- ☐ Water View
- ☐ Water Front
- ☐ Beach Access
- ☐ Beach Front
- ☐ Commons to Water
- ☐ No Gas Motors
- ☐ No Wake Lake
- ☐ None

ZW - MANUFACTURED BODYTYPE

- ☐ Double Wide
- ☐ Single Wide
- ☐ Triple Wide
- ☐ Manufactured After 1976

ZG - ROADS

- ☐ Access
- ☐ City/County
- ☐ Country
- ☐ Curbed
- ☐ Gravel/Dirt
- ☐ Paved Street
- ☐ Private Road
- ☐ Proposed

ZR - TYPE

- ☐ 1 to 4 Units
- ☐ Apartment
- ☐ Attached
- ☐ Co-Operative
- ☐ Duplex
- ☐ Fixer-Upper
- ☐ Hi-Rise
- ☐ Investment

O - FARM FEATURES

- ☐ Brooder House
- ☐ Dairy Barn
- ☐ Horse Barn
- ☐ Hay Barn
- ☐ Silo(s)

ZV - ZONING

- ☐ Agricultural
- ☐ Commercial
- ☐ Industrial
- ☐ Mixed Use
- ☐ Multi-Family
- ☐ Non-Conforming
- ☐ Office
- ☐ Residential

ZB - NEW CONSTRUCTION

- ☐ Completed
- ☐ Incomplete
- ☐ Model For Sale Model
- ☐ Not For Sale New/
- ☐ Never Occupied
- ☐ Proposed
- ☐ Will Build
- ☐ Permit Ready Quick
- ☐ Delivery Home

*Q - FOUNDATION TYPE

- ☐ Basement
- ☐ Crawl
- ☐ Piers
- ☐ Slab

D - BASEMENT TYPE

- ☐ Block
- ☐ Common
- ☐ Egress/Daylight Windows
- ☐ Poured
- ☐ Finished
- ☐ Full
- ☐ MI Basement
- ☐ Outside Entrance
- ☐ Brick
- ☐ Partially Finished
- ☐ Common Storage Locker
- ☐ Partial
- ☐ Interior Access
- ☐ Walk Out
- ☐ Stone
- ☐ Unfinished
- ☐ Wood
- ☐ Other-See Remarks

ZP - OUT BUILDINGS

- ☐ Barn
- ☐ Corral(s)
- ☐ Kennel
- ☐ Pole Barn
- ☐ Shed
- ☐ Cabana
- ☐ Gazebo
- ☐ Greenhouse

ZE - PARKING

- ☐ Covered Parking
- ☐ Garage
- ☐ Lighted
- ☐ On Street
- ☐ Permit Required
- ☐ Unassigned/General

N - EXTERIOR FEATURES

- ☐ Above Ground Pool
- ☐ Exterior Balcony
- ☐ Deck
- ☐ Fenced Yard
- ☐ BBQ/Grill Built-In
- ☐ Inground Pool
- ☐ Lawn Sprinkler
- ☐ Patio
- ☐ Porch
- ☐ Spa/Hot Tub
- ☐ Street Lights
- ☐ Swimming Pool
- ☐ Tennis Court
- ☐ Terrace

T - HEAT/FUEL TYPE

- ☐ Coal
- ☐ Electric
- ☐ Geothermal
- ☐ Natural Gas
- ☐ Oil
- ☐ Other
- ☐ LP/Propane Gas
- ☐ Solar
- ☐ Wood

U - HEATING SYSTEM

- ☐ Baseboard
- ☐ Boiler
- ☐ Electric Heat
- ☐ Floor Furnace
- ☐ Forced Air
- ☐ Gravity
- ☐ Heat Pump(s)
- ☐ Hot Water
- ☐ Radiant
- ☐ Air Cleaner
- ☐ Humidifier
- ☐ Steam
- ☐ Zoned Heating
- ☐ Wall Heat
- ☐ Other-See Remarks

I - COOLING SYSTEM

- ☐ Ceiling Fan(s)
- ☐ Central A/C
- ☐ Exhaust Fan
- ☐ Heat Pump(s)
- ☐ Wall A/C
- ☐ Whole House Fan
- ☐ Window A/C
- ☐ Attic Fan
- ☐ None
- ☐ Other-See Remarks

V - WATER HEATER

- ☐ Electric
- ☐ Gas
- ☐ Geothermal
- ☐ Tankless Hot Water
- ☐ Propane Hot Water
- ☐ Solar

ZO - ROOMS	W - INTERIOR FEATURES	F - ASSOC/COMNTY AMENITIES	ZX - ACCESSIBILITY FEATURES
☐ Basement Full Bath	☐ Furnished	☐ Club House	☐ Accessible Approach with Ramp
☐ Basement Lavatory	☐ Interior Balcony	☐ Elevator	☐ Accessible Bedroom
☐ First Flr Lavatory	☐ Bay Window	☐ Exercise/Facility Room	☐ Accessible Central Living Area
☐ First Flr Full Bathroom	☐ Internet Available	☐ Gate House	☐ Accessible Closets
☐ Primary Bdrm Suite	☐ Cathedral/Vaulted Ceiling	☐ Grounds Maintenance	☐ Accessible Common Area
☐ Primary Bdrm Lavatory	☐ Ceramic Floors	☐ Laundry Facility	☐ Accessible Doors
☐ Second Flr Lavatory	☐ Elevator/Lift	☐ Marina	☐ Accessible Elctr & Envnm Controls
☐ Second Flr Full Bathroom	☐ Hardwood Floors	☐ Golf Course	☐ Accessible Elevator Installed
☐ Shared Bathroom	☐ Jetted Tub	☐ Park	☐ Accessible Entrance
☐ Breakfast Nook/Room	☐ Indoor Pool	☐ Playground	☐ Accessible for Hearing-Impairment
☐ Pantry	☐ Security System	☐ Pool/Hot Tub	☐ Accessible Full Bath
☐ Dining "L"	☐ Sound System	☐ Security	☐ Accessible Hallway(s)
☐ Eat-In Kitchen	☐ Fire Sprinkler	☐ Shared Kitchen	☐ Accessible Kitchen
☐ Formal Dining Room	☐ Radon Mitigation System	☐ Sidewalks	☐ Accessible Kitchen Appliances
☐ Breezeway	☐ Spa/Sauna	☐ Street Lights	☐ Accessible Stairway
☐ Den/Study/Lib	☐ Sump Pump	☐ Tennis Courts Private	☐ Accessible Washer/Dryer
☐ Entry	☐ Walk-In Closet	☐ Wi-Fi Available	☐ Wheelchair Accessible Exterior
☐ Exercise Room	☐ Wet Bar/Bar	☐ Fiber Optic Internet	☐ Wheelchair Lift Interior Stair Lift
☐ Family Room	☐ Whirlpool/Hot Tub	☐ Airport/Runway	☐ Therapeutic Whirlpool
☐ First Floor Bedroom	☐ Window Treatment(s)	☐ Restaurant	
☐ First Floor Laundry	☐ Skylights	☐ Beach Area	**ZY - GREEN FEATURES**
☐ First Floor Primary Bedroom	**P - FIREPLACE FEATURES**	***ZT - WATER**	☐ Appliances
☐ Great Room			☐ Construction
☐ Home Theater	☐ Basement Fireplace	☐ Community	☐ Doors
☐ In-Law/auPair/Ste	☐ DinRoom Fireplace	☐ Community Well	☐ Exposure/Shade
☐ Living Room	☐ FamRoom Fireplace	☐ Private Well	☐ HVAC
☐ Loft	☐ Gas Fireplace	☐ Public Water	☐ Incentives
☐ Maids Room/Quarter	☐ Grt Rm Fireplace	☐ Public Water at Street	☐ Insulation
☐ Primary Bedroom	☐ LivRoom Fireplace	☐ None	☐ Lighting
☐ Primary Bathroom	☐ Primary Bedroom Fireplace	☐ Other-See Remarks	☐ Roof
☐ Second Floor Laundry	☐ Natural Fire		☐ Thermostat
☐ Sun/Florida Room	☐ Wood Stove	***ZI - SEWER/SEPTIC**	☐ Water Heater
☐ Unfinished Room	**C - APPLIANCES**		☐ Window(s)
☐ Utility Room		☐ Community	☐ Pre-Wired for Renewables
☐ Workshop	☐ Air Cleaner	☐ Public Sanitary	☐ Leased Renewables
☐ Bonus Room	☐ Bar - Refrigerator	☐ Public At Street	☐ Owned Renewables
☐ Home Office	☐ Central Vacuum	☐ Septic	☐ Net Metering
☐ Other-See Remarks	☐ Dishwasher	☐ Storm	☐ Conserving Methods
	☐ Dryer	☐ None	☐ Onsite Recycling Center
	☐ Freezer	☐ Other-See Remarks	☐ Recycled Materials
	☐ Humidifier		☐ Regionally-Sourced Materials
	☐ Intercom		☐ Renewable Materials
	☐ Microwave		☐ Salvaged Materials
	☐ Range/Oven		☐ Low-flow Fixtures
	☐ Refrigerator		☐ Recycled Water
	☐ Trash Compactor		☐ Solar
	☐ Washer		☐ Wind Turbine(s)
	☐ Water Softener - Leased		
	☐ Water Softener - Owned		
	☐ Other-See Remarks		

TRANSACTIONS
TransactionDesk Edition

*PUBLIC REMARKS

AGENT *ONLY* REMARKS

SECURE SHOWING INSTRUCTIONS (For FrontDesk or ShowingTime only)

SHOWING INSTRUCTIONS (Visable in MLS)

VIRTUAL TOURS

Virtual Tour (Unbranded)	
Virtual Tour (Branded)	
Virtual Tour (Unbranded)	
Virtual Tour (Branded)	

*SERVICE LEVEL—Listing broker agrees to provide the following services: (NOTE: Any service exp date shall NOT exceed the listing exp date)

*Listing Broker Sign ☐ Yes ☐ No ***Other Sign on Prop** ☐ Yes ☐ No Other Sign Type _____

*Full Service Listing ☐ Yes ☐ No **(if yes, skip to signatures)**

MLS Only Listing ☐ Yes ☐ No

Recommend/Adjust Price ☐ Yes ☐ No Advertising/Marketing ☐ Yes ☐ No Other Services _____

		Contact	Title	Phone	
Handle Incoming Inquiries	☐ Yes ☐ No				Exp
Schedule Showings	☐ Yes ☐ No				Exp
Schedule Offer Present	☐ Yes ☐ No				Exp
Provide Negot & Consult	☐ Yes ☐ No				Exp
Manage Transaction	☐ Yes ☐ No				Exp

Seller acknowledges and agrees to the services as provided above

_____ _____ _____ _____
Listing Office   Phone#   Owner/Seller Signature   Date

_____ _____ _____ _____
Agent Signature*   Date   Owner/Seller Signature   Date

*I hereby certify that I have in my possession, a listing agreement for the property described which is in compliance with Michigan Law and MLS Rules & Regulations.