



All fields marked with an asterisk () and Bold Text are required. (Lookup) fields provide a list from which to select. (Range) fields allow Low-to-High values for searching.

BASIC INFORMATION

Broker ID: _____ (6) Agent ID/Name: _____ (6)

*Area: _____ (4) (Lookup) *MAPSCO Grid: _____ (5) *List Price \$: _____

*Street#: _____ Street Dir: _____ *Street Name: _____

*City: _____ (Lookup) *State: _____ (2) *ZIP+4: _____ - _____

*County: _____ (Lookup) *County Acct No/Ad#: _____ (25)

GENERAL INFORMATION

*Legal Desc-Lot: _____ (5) *Block: _____ (5) *CB/NCB: _____ (10) N/C

*Type

Single Family Detached (SFD) Modular Home (MDHM)
 Garden/Patio Home/Detchd (GPHD) Townhome (TWNHM)
 Manufactured (MANU)

*Subdivision: _____ (Lookup)

*Subd Commonly Known As (if different): _____

*Lengthy Legal Desc: _____ (30) If not in Bexar Co

*Intst/Dir: _____

Home Faces: (North / East / West / South) *Year Built: _____ (4) or Unknown *Recent Rehab: (Y/N)

Square Feet: _____ (5) Source SQFT: Appraiser (A) Bldr Plans (B) Appsl Dist (D) Survey (E)

*School District: _____ (Lookup) *Elem School: _____ (Lookup)

*Middle School: _____ (Lookup) *High School: _____ (Lookup)

*Construction: New or Pre-Owned *Builder's Name: _____ (25)

***Ngrbrhd Amenities**

Controlled Access (CNTRL)
 Waterfront Access (WTRFR)
 Pool (POOL)
 Tennis (TNNIS)
 Golf Course (GOLF)
 Clubhouse (CLBHS)
 Park/Playground (PARK)
 Jogging Trails (TRAIL)
 Sports Court (COURT)
 None (NONE)

Accessibility

Ramped Entrance (RAMPD) No Stairs (NOSTR)
 Level Lot (LVLOT) First Floor Bath (1STBA)
 Level Drive (LVDRV) First Floor Bedroom (1STBD)
 Near Bus Line (NEAR) Stall Shower (STALL)
 Hallways 42" Wide (42WID) No Steps Down (NOSTP)
 Low Pile Carpet (LOWPC) Full Bath/Bed on 1st Flr (1STFB)
 Int Door Opening 32"+ (INTDR) Other (OTHER)
 Ext Door Opening 36"+ (EXTDR)

Miscellaneous

Latent Defect (LTDFC) Taxes Not Assessed (NTASD)
 Flood Plain Insurance (FPINS) Under Construction (UNDCN)
 Lender Owned (LNDOW) No City Tax (NOCTY)
 Corporate Owned (CRPOW) Variable Rate Commission (VRCOM)
 Company Relocation (CMPRE) VA Foreclosure (VAFOR)
 Estate Sale Probate (ESTPR) HUD Foreclosure (HUD)
 Home Service Plan (HMSRV) Virtual Tour (VTLTR)
 Builder 10-Year Warranty (10YR) Additional Bldr Warranty (ADBLD)
 Commercial Potential (COMPT) Historic District (HSTDT)
 M.U.D. (MUD) Investor Potential (INVES)
 City Bus (CTYBS) None/Not Applicable (NONE)

Green Certification

HERS Rated (HRTD) Energy star Certified (ESC) LEED Platinum (LPLT)
 HERS 0-85 (H0-85) LEED Certified (LCRT) NGBP - National Green (NTGR)
 HERS 86-100 (H86-100) LEED Silver (LSLVR) Build San Antonio Green (BSAG)
 HERS 101+ (H100+) LEED Gold (LGLD)

Energy Efficiency

Tankless Water Heater (TWH) Dehumidifier (DHUM)
 Smart Electric Meter (SEM) 90% Efficient Furnace (EFURN)
 13-15 SEER AX (SEERAX) High Efficiency Water Heater (HEWH)
 16+ SEER AC (SEERAC) Foam Insulation (FOAMI)
 Programmable Thermostat (PTHR) Cellulose Insulation (CELLI)
 12"+ Attic Insulation (12+AI) Storm Windows (STWIN)
 Double Pane Windows (DPWIN) Storm Doors (STDOR)
 Variable Speed HVAC (VSH) Ceiling Fans (CFANS)
 Energy Star Appliances (ESAPP) Wind Power (WNPWP)
 Radiant Barrier (RADBAR) Recirculating Hot Water (RHOTW)
 Low E Windows (LOEWIN)

Green Features

Solar Electric System (SEC) Low Flow Commode (LFC) Rain Water Catchment (RWC)
 Solar Hot Water (SHW) Low flow Fixture (LFF) Energy Recovery Ventilator (ERV)
 Geo-Thermal HVAC (GTH) Rain/Freeze Sensors (RFS) Mechanical Fresh Air (MFA)
 Drought Tolerant Plants (DTP) EF irrigation Control (EFIC) Enhanced Air Filtration (EAF)

EXTERIOR

***Style**

One Story (1STRY) Historic/Older (HSTRC)
 Two Story (2STRY) Traditional (TRDNL)
 3 or More (3+) Mediterranean (MDTRN)
 Split Level (SPLIT) Texas Hill Country (TEXAS)
 Contemporary (CONT) A-Frame (A-FRM)
 Colonial (COLNL) Log Cabin (CABIN)
 Tudor (TUDOR) Victorian (VCTRN)
 Spanish (SPNSH) Other (OTHER)
 Ranch (RANCH)

***Exterior**

Asbestos Shingle (ASBSH) Stucco (STCCO)
 Brick (BRICK) Siding (SDING)
 3 Sides Masonry (3SDMS) Cement Fiber (CMTFB)
 4 Sides Masonry (4SDMS) Aluminum (ALUMN)
 Stone/Rock (STONE) Vinyl (VINYL)
 Wood (WOOD) Other (OTHER)

***Roof**

Built-Up/Gravel (BLTUP)
 Composition (COMP)
 Heavy Composition (HVCMP)
 Metal (METAL)
 Wood Shingle/Shake (WDSHN)
 Tile (TILE)
 Slate (SLATE)
 Concrete (CONCR)
 Clay (CLAY)
 Other (OTHER)

***Foundation**

Slab (SLAB)
 Cedar Post (CEDAR)
 Pier & Beam (PIER)
 Basement (BSMNT)
 Other (OTHER)

*# Garage Spaces: _____ (2)

of Stories

1 (1) 2 (2)
 1.5 (1.5) 3+ (3+)

***Parking**

One Car Carport (1CAR) Rear Entry (REAR) Street ParkingOnly (STONL) Oversized (OVRSZ)
 Two Car Carport (2CAR) Side Entry (SIDE) Converted Garage (CNVRT) Golf Cart (GLFCT)
 Three or More Car Carport (3+CAR) Circular Drive (CRCLR) RV/Boat Parking (RVPRK) Unpaved Drive (UPDR)
 Detached Garage (DTCHD) Pad Only (Off Street) (PAD) Bus/RV Garage (RVGAR) None/Not Applicable (NONE)
 Attached Garage (ATT)



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Pool: (Y/N)

Exterior Features		
<input type="checkbox"/> Private Tennis (PVTEN)	<input type="checkbox"/> Sprinkler System (SPSYS)	<input type="checkbox"/> Mature Trees (TREES)
<input type="checkbox"/> Patio Slab (PTSLB)	<input type="checkbox"/> Partial Sprinkler System (PRSPR)	<input type="checkbox"/> Detached Quarters (DTQTR)
<input type="checkbox"/> Covered Patio (CVPAT)	<input type="checkbox"/> Storm Windows (STRWN)	<input type="checkbox"/> Additional Dwelling (ADDDW)
<input type="checkbox"/> Bar-B-Que Pit/Grill (BBQ)	<input type="checkbox"/> Double Pane Windows (DBLPN)	<input type="checkbox"/> Horse Stalls/Barn (HORSE)
<input type="checkbox"/> Gas Grill (GRILL)	<input type="checkbox"/> Solar Screens (SOLAR)	<input type="checkbox"/> Dog Run Kennel (DGRUN)
<input type="checkbox"/> Deck/Balcony (DK/BL)	<input type="checkbox"/> Decorative Bars (DECBR)	<input type="checkbox"/> Wire Fence (WIRE)
<input type="checkbox"/> Privacy Fence (PVFNC)	<input type="checkbox"/> Storage Building/Shed (STRG)	<input type="checkbox"/> Stone/Masonry Fence (STONE)
<input type="checkbox"/> Chain Link Fence (CHLNK)	<input type="checkbox"/> Gazebo (GAZE)	<input type="checkbox"/> Outdoor Kitchen (OTKT)
<input type="checkbox"/> Wrought Iron Fence (WRGHT)	<input type="checkbox"/> Has Gutters (GTTRS)	<input type="checkbox"/> None (NONE)
<input type="checkbox"/> Partial Fence (PRFNC)	<input type="checkbox"/> Special Yard Lighting (SPCL)	

*Lot Size: (25)

Lot Description			
<input type="checkbox"/> Corner (CRNR)	<input type="checkbox"/> Bluff View (BLUFF)	<input type="checkbox"/> Irregular (IRR)	<input type="checkbox"/> 2 - 5 Acres (2-5AC)
<input type="checkbox"/> Cul-de-Sac/Dead End (CLDSC)	<input type="checkbox"/> City View (CITY)	<input type="checkbox"/> Less than 1/4 Acre (-.25A)	<input type="checkbox"/> 5 - 14 Acres (5-14A)
<input type="checkbox"/> On Golf Course (GLFCR)	<input type="checkbox"/> County View (CNTY)	<input type="checkbox"/> 1/4 - 1/2 Acre (-.5AC)	<input type="checkbox"/> 15 Acres Plus (15+A)
<input type="checkbox"/> On Waterfront (WTRFR)	<input type="checkbox"/> Water View (WATER)	<input type="checkbox"/> 1/2-1 Acre (-1AC)	<input type="checkbox"/> Zero Lot Line (ZLL)
<input type="checkbox"/> On Greenbelt (GRNBL)	<input type="checkbox"/> Horses Allowed (HORSE)	<input type="checkbox"/> 1 - 2 Acres (1-2A)	

Lot Improvements	
<input type="checkbox"/> Street Paved (PAVED)	<input type="checkbox"/> Streetlights (STLGT)
<input type="checkbox"/> Curbs (CURBS)	<input type="checkbox"/> Alley (ALLEY)
<input type="checkbox"/> Street Gutters (STGTR)	<input type="checkbox"/> Fire Hydrant w/in 500' (FRHYD)
<input type="checkbox"/> Sidewalks (SDWLK)	

Lot Dem: (25)

INTERIOR

*Interior				
<input type="checkbox"/> One Living Area (1LVAR)	<input type="checkbox"/> Two Eating Areas (2ETAR)	<input type="checkbox"/> Game Room (GAMRM)	<input type="checkbox"/> All Bedrooms Upstairs (BEDUP)	<input type="checkbox"/> Maid's Quarters (MDQTR)
<input type="checkbox"/> Two Living Areas (2LVAR)	<input type="checkbox"/> Island Kitchen (ISLKT)	<input type="checkbox"/> Media Room (MEDIA)	<input type="checkbox"/> Secondary Bedroom Down (SCBED)	<input type="checkbox"/> Pull Down Storage (PLDWN)
<input type="checkbox"/> Three Living Areas (3LVAR)	<input type="checkbox"/> Breakfast Bar (BKfst)	<input type="checkbox"/> Shop (SHOP)	<input type="checkbox"/> 1st Floor Lvl/No Steps (1FLRL)	<input type="checkbox"/> Skylights (SKYLT)
<input type="checkbox"/> Liv/Din Combo (LDCMB)	<input type="checkbox"/> Walk-In Pantry (WLKIN)	<input type="checkbox"/> Water Softener (owned) (SFOWN)	<input type="checkbox"/> Converted Garage (CNVGR)	<input type="checkbox"/> Cable TV Available (CABLE)
<input type="checkbox"/> Separate Dining Room (SPDIN)	<input type="checkbox"/> Study/Office (STUDY)	<input type="checkbox"/> Sauna (SAUNA)	<input type="checkbox"/> High Ceilings (HGCHL)	<input type="checkbox"/> High Speed Internet (INTRN)
<input type="checkbox"/> Eat-In Kitchen (EATIN)	<input type="checkbox"/> Atrium (ATRM)	<input type="checkbox"/> Utility Room Inside (UTINS)	<input type="checkbox"/> Open Floor Plan (OPEN)	<input type="checkbox"/> Not Applicable (NA)
<input type="checkbox"/> Auxiliary Kitchen (AXKIT)	<input type="checkbox"/> Florida Room (FLARM)	<input type="checkbox"/> Utility Area in Garage (UTGAR)	<input type="checkbox"/> Guest Suite (GSUI)	<input type="checkbox"/> Other (OTH)

*Inclusions				
<input type="checkbox"/> Ceiling Fans (CLFNS)	<input type="checkbox"/> Built-In Oven (BIOVN)	<input type="checkbox"/> Dishwasher (DSHWR)	<input type="checkbox"/> Smoke Alarm (SMKAL)	<input type="checkbox"/> Satellite Dish (owned) (SATDS)
<input type="checkbox"/> Chandelier (CHNDL)	<input type="checkbox"/> Self-Cleaning Oven (SCOVN)	<input type="checkbox"/> Trash Compactor (TRCMP)	<input type="checkbox"/> Security System (Owned) (SSOWN)	<input type="checkbox"/> Garage Door Opener (GARDR)
<input type="checkbox"/> Central Vacuum (CNTVC)	<input type="checkbox"/> Microwave Oven (MCOVN)	<input type="checkbox"/> Ice Maker Connection (ICMKR)	<input type="checkbox"/> Security System (Leased) (SSLSD)	<input type="checkbox"/> Whole House Fan (HSEFN)
<input type="checkbox"/> Washer Connection (WSHCN)	<input type="checkbox"/> Stove/Range (STVRN)	<input type="checkbox"/> Water Softener (owned) (SFOWN)	<input type="checkbox"/> Pre-Wired for Security (PRWRD)	<input type="checkbox"/> In Wall Pest Control (PSTCN)
<input type="checkbox"/> Dryer Connection (DRYCN)	<input type="checkbox"/> Gas Cooking (GSCK)	<input type="checkbox"/> Water Softener (Leased) (SFLSD)	<input type="checkbox"/> Attic Fan (ATCFN)	<input type="checkbox"/> Plumb for Water Softener (PLUMB)
<input type="checkbox"/> Washer (WSHER)	<input type="checkbox"/> Gas Grill (GRILL)	<input type="checkbox"/> Wet Bar (WETBR)	<input type="checkbox"/> Electric Water Heater (ELWTR)	<input type="checkbox"/> Smooth Cooktop (SMCK)
<input type="checkbox"/> Dryer (DRYER)	<input type="checkbox"/> Refrigerator (REFRI)	<input type="checkbox"/> Vent Fan (VNTFN)	<input type="checkbox"/> Gas Water Heater (GSWTR)	<input type="checkbox"/> Down Draft (DNDT)
<input type="checkbox"/> Stacked Washer/Dryer (STKWD)	<input type="checkbox"/> Disposal (DISPL)	<input type="checkbox"/> Intercom (INTCM)	<input type="checkbox"/> Wood Stove (WDSTV)	<input type="checkbox"/> Not Applicable (NA)
<input type="checkbox"/> Cook Top (CKTOP)				

*Floor	
<input type="checkbox"/> Carpeting (CRPT)	<input type="checkbox"/> Wood (WOOD)
<input type="checkbox"/> Saltillo Tile (STILE)	<input type="checkbox"/> Vinyl (VINYL)
<input type="checkbox"/> Ceramic Tile (CTILE)	<input type="checkbox"/> Laminate (LMNAT)
<input type="checkbox"/> Marble (MRBLE)	<input type="checkbox"/> Slate (SLATE)
<input type="checkbox"/> Linoleum (LNLEM)	<input type="checkbox"/> Stained Concrete (STDCT)
<input type="checkbox"/> Parquet (PRQUT)	<input type="checkbox"/> Other (OTHER)

of Fireplaces
<input type="checkbox"/> 0 (0)
<input type="checkbox"/> 1 (1)
<input type="checkbox"/> 2 (2)
<input type="checkbox"/> 3+ (3+)

*Fireplace	
<input type="checkbox"/> One (ONE)	<input type="checkbox"/> Gas Logs Included (LGINC)
<input type="checkbox"/> Two (TWO)	<input type="checkbox"/> Mock Fireplace (MOCK)
<input type="checkbox"/> Three+ (3+)	<input type="checkbox"/> Wood Burning (WDBRN)
<input type="checkbox"/> Living Room (LIVRM)	<input type="checkbox"/> Gas (GAS)
<input type="checkbox"/> Dining Room (DINRM)	<input type="checkbox"/> Not Applicable (NA)
<input type="checkbox"/> Family Room (FAMRM)	<input type="checkbox"/> Other (OTHER)
<input type="checkbox"/> Master Bedroom (MSTBD)	

*Window Coverings	
<input type="checkbox"/> All Remain (ALL)	
<input type="checkbox"/> Some Remain (SOME)	
<input type="checkbox"/> None Remain (NONE)	

*Bedrooms: (2)

*Master Bedroom	
<input type="checkbox"/> Split (SPLIT)	<input type="checkbox"/> Multi-Closets (MULTI)
<input type="checkbox"/> Downstairs (DWNST)	<input type="checkbox"/> Ceiling Fan (CLFAN)
<input type="checkbox"/> Upstairs (UPSTR)	<input type="checkbox"/> Full Bath (FLBT)
<input type="checkbox"/> Outside Access (OUTAC)	<input type="checkbox"/> Half Bath (HFBT)
<input type="checkbox"/> Dual Masters (DUAL)	<input type="checkbox"/> Other (OTHER)
<input type="checkbox"/> Sitting Room (SITRM)	<input type="checkbox"/> Not Applicable/None (NA)
<input type="checkbox"/> Walk-In Closet (WLKIN)	

*Full Baths: (2)

*Half Baths: (2)

*Master Bath	
<input type="checkbox"/> Tub/Shower Separate (TSSEP)	<input type="checkbox"/> Double Vanity (DBLVN)
<input type="checkbox"/> Tub/Shower Combo (TSCMB)	<input type="checkbox"/> Tub has Whirlpool (TWHRL)
<input type="checkbox"/> Tub Only (TONLY)	<input type="checkbox"/> Bidet (BIDET)
<input type="checkbox"/> Shower Only (SONLY)	<input type="checkbox"/> Garden Tub (GRDTB)
<input type="checkbox"/> His & Her Baths (HS/HR)	<input type="checkbox"/> None/No Tub or shower (NT/S)
<input type="checkbox"/> Single Vanity (SNGVN)	<input type="checkbox"/> Not Applicable (NA)
<input type="checkbox"/> Separate Vanity (SEPVN)	

*Room Dimensions: (Round to nearest foot)

Room Name	Lth	Wth	Room Name	Lth	Wth	Room Name	Lth	Wth
Entry Room Size:	___	x	Utility Room Size:	___	x	Bedroom 4 Size	___	x
Living Room Size:	___	x	*Master Bedroom Size:	___	x	Bedroom 5 Size	___	x
Family Room Size:	___	x	*Master Bath Size:	___	x	Other Room Use:	___	(10)
Study/Office Size:	___	x	Master Bedroom 2 Size:	___	x	Other Room Size:	___	x
*Kitchen Size:	___	x	Bedroom 2 Size:	___	x	Other Room 2 Use:	___	(10)
Breakfast Room Size:	___	x	Bedroom 3 Size	___	x	Other Room 2 Size:	___	x
Dining Room Size:	___	x						



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UTILITIES

***Air Conditioning**

One Central (1CNTR) 3+ Window/Wall (3+WND)

Two Central (2CNTR) Heat Pump (HTPMP)

Three+ Central (3+CNT) Zoned (ZONED)

One Window/Wall (1WNDW) Not Applicable (NA)

Two Window/Wall (2WNDW) Other (OTHER)

***Heating**

Central (CNTRL) Panel (PANEL)

Heat Pump (HTPMP) Window Unit (WNDUN)

Floor Furnace (FLFR) Other (OTHER)

Jet (JET) None (NONE)

***Heating Fuel**

Electric (ELEC)

Natural Gas (NTGAS)

Propane (PROPAN)

Solar (SOLAR)

Propane Leased (PPLNS)

Other (OTHER)

***Water/Sewer**

Water System (WTRSY)

Private Well (PRVT)

Sewer System (SWRSY)

Septic (SPTIC)

Aerobic Septic (ARBSP)

Water Storage (WTRST)

Other (OTHER)

Utility Suppliers:

Elec: _____ (12) Water: _____ (12) Garbage: _____ (12)

Gas: _____ (12) Sewer: _____ (12) Other: _____ (12)

TAX/HOA

***Taxed by Mltpl Counties:** (Y/N)

Certified Tax Year: _____ (4)

***Total Tax:** .

***HOA**

Mandatory (MAND)

Voluntary (VOLNT)

None (NONE)

HOA Name 2: _____ (Lookup)

HOA Fee 2: _____ (4)

Assoc Transfer Fee 2: _____ (4)

Payment Frequency 2

Annually (A)

Monthly (M)

Quarterly (Q)

Semi-Annually (S)

HOA Name: _____ (Lookup)

HOA Name 3: _____ (Lookup)

HOA Fee: _____ (4)

Payment Frequency

Annually (A)

Monthly (M)

Quarterly (Q)

Semi-Annually (S)

HOA Fee 3: _____ (4)

Assoc Transfer Fee 3: _____ (4)

Payment Frequency 3

Annually (A)

Monthly (M)

Quarterly (Q)

Semi-Annually (S)

OFFICE/SALES

***Listing Date:** ____ / ____ / ____

***Expiration Date:** ____ / ____ / ____

***Contract**

Exclusive Agency (EA)

Exclusive Right to Sell (ERS)

***Proposed Terms**

Conventional (CONV) Buydown (BYDWN) VA Substitution (VASUB)

FHA (FHA) Wraparound (WRAP) Release Req (RELRE)

VA (VA) TX Vet (TXVET) Investors OK (INVOK)

1st Seller Carry (1ST) Cash (CASH) Assumption w/Qualifying (WQUA)

2nd Seller Carry (2ND) Trade (TRADE) Assumption non Qualifying (NONQU)

Seller Req/Qualify (SLREQ) 100% Financing (100FN) Other (OTHER)

Lease Option (LSOPT)

***Possession**

Before Closing (BFCLS)

Closing/Funding (CLSFDF)

Specific Date (SPCDT)

Current Lease Agreement (CNTLS)

Tenant Will Vacate (TNVCT)

Negotiable (NEGO)

Not Applicable (NA)

***Ph to Show:** _____ - _____ - _____

***Showing Contact:** Agent CSS Office Owner

Occupancy

Vacant (VACNT)

Tenant (TENNT)

Owner (OWNER)

Other (OTHER)

Home Tender (HMTND)

Currently Being Leased: (Y/N) Lease Expiration Date: ____ / ____ / ____ or Month to Month

***Owner:** _____ (30)

***Subagent Com:** _____ (%/\$) ***Buyer Agent Com:** _____ (%/\$) **Bonus:** _____ ((%/\$)

***Owner LREA/LREB:** (Y/N) ***Preferred Title Company:** _____ (Lookup)

Potential Short Sale: (Y/N)

Short Sale Info: Approved for Short Sale (APRSS) Seller has Applied (SLRAP) Subject to 3rd Party Approval (SBJ3P)

REMARKS

(Characters Only)

Public View Remarks: _____

_____ (512)

Agent Confidential Remarks: _____

_____ (375)

Agent Signature: _____ **Date:** _____

(We the undersigned Owners acknowledge that we have examined the above data and verify the content.)

Owners Signature: _____ **Date:** _____