Menu Bar:

Home Owner	Investor	Builder Representative	Broker	Agents	Property Information	Property Type	Property Address	Property Description	Showing Instructions	Listing Distribution

NOTE: WHEN THEY GET DONE FILLING OUT A SECTION THERE SHOULD BE A NEXT BUTTON AT THE BOTTOM AND ALL INFORMATION MUST NOT BE LOST IF THEY NEED TO GO BACK TO CHANGE SOMETHING!

Home Owner: When a homeowner signs up, the form below will appear for them to answer

Investor: When a Signs up, the form below will appear for them to answer

Builder: When a builder signs up, the form below will appear for them to answer

BROKER: Insert Broker-Real Estate Agency Name

Drop Down Box

Note: When each agent signs up through C.O.R.E they will need to list who their broker or real estate company is they work under, some can work for different ones so they will need to be able to list as many as they need when they sign up.

Note: Once they list all of them and the agent signs into his or her profile to upload a home they will be able to pick from the dropdown box who the new house for sale will be listed under

Note: if they change brokers they can go to their dashboard and change it and it will update in their dropdown.

AGENTS: Insert Listing and Co-Listing Agents

Listing Agent:

The Listing Agents name, phone and email should just populate here

NOTE: The profile agents name should just populate to this section (since they are already signed into their account)

NOTE: On the front end the Broker-Real Estate Agencies name will be first, second will be the listing agent with their contact information and third will be the co-listing agent's information

NOTE: This name will have to be typed in

Co-Listing Agent:

Type in Co-Listing Agents Real Estate Agency name

First Name	Last Name

Phone

Email

Listing Date:

Drop down box with dates

Selling Agent & Co-Listing Agent Commission:

Selling Agent Type in number	Percentage drop down start at .05% go to 6%		Co-Listing Agent Type in number	Percentage drop down start at .05% go to 6%

Buying Agent Commission:

Type in number	Percentage drop down start at .05% go to 6%

NOTE: make a comment box for other bonus or incentives for the selling agent to list

AGENTS:

Sellers Agreement Type:

Drop Down Box:

[Exclusive Right To Sell]   [Exclusive Agency]   [Open Listing Agreement]   [Net Listing Agreement]

Note: only one can be checked

Prospect Exempt:

Yes or no drop down

Note: Put a **?** and this is the answer: **Prospects Exempt means** you have had these contacts, and we have agreed that within a certain period of time you may sell to them, handling the transaction yourself, and I **would** not earn compensation. This is common when an agent takes over the sale from a Seller who had previously marketed the property unrepresented.

Agreement Services:

Drop Down box:

[Full Service]   [Limited Service]

Property Information: Insert or check the information that best describes your property

Check Mark Boxes:

[Sale] [Lease] [Rental] [Timeshare] [Build To Suit] [Construction to Permanent]
[Lease/Purchase option] [FHA] [Seller Financing] [VA Loan] [Auction] [Cash]
[Conventional] [Loan Assumption] [USDA Loan]   [Other]

Note: These will be show as checkmark options since the seller may consider selling or leasing their property or other.

Note: All fields could be checked.

If Other: type in description box

Note: If they check other, they MUST type in what other means

Seller Representation:

Check Mark Boxes:

[Has owned the property for at least one year]   [As NOT owned the property for at least one year]   [Does NOT yet own the property]

POSSESSION: Click all that apply

Check Mark Boxes:

[At Closing]   [Negotiable]   [Immediate]   [Subject to Tenant Rights]   [Other]

Note: If they check other, they MUST type in what other means

Auction: Yes or no box

Make this a yes or no boxes

Stipulation of Sale: Yes or None

Drop Down Box: [Yes]   [None]

Note: If YES, they need a box to type what they are

Home Warranty:

Drop Down Box: [Yes]   [None]

Note: If yes:

List Amount in Box

Warranty Company:

Type name in Box

Termite Bond:

Drop Down Box: [Yes]   [None]

Note: If yes:

List Amount in Box

Termite Company:

Type name in Box

Property Type: Insert or check the information that best describes your property

SECTION 1:

Check Mark Boxes:

[Residential]   [Commercial]   [Other]

If Other: type in description box

Note: STEP 1; Have them check if it is a residential or commercial listing.

Note: They can only check one box

SECTION 2:

Check Mark Boxes:

[Land]   [Single Family Unit]   [Multi-Family Unit]   [Townhome]

[office building]   [office space] [Boat Slip] [Efficiency]

[Studio]   [other]

If Other: type in description box

Note: They can only check one box

Note: If they check other, they MUST type in what other means

Note: If they checkmark [Multi-Family Unit] we need to know how many units 2,3,4 etc. Then we need to know how many units are for sale? 1,2,3,4 etc.

SECTION 3:

Legal & Taxes:

Tax Assessed Value: Box to type in number   Note: ?: An **assessed value** is the dollar **value** assigned to a property to measure applicable **taxes**. **Assessed valuation** determines
                    the   **value** of a residence for **tax** purposes and takes comparable home sales and inspections into consideration.

Make boxes to fill in this information

Owner/Owners: Make a check box that if there are more then one they can click and add more names NOTE: FIRST AND LAST NAME

Deed Book: Type in Number

Deed Page: Type in Number

Broker Owner: Yes or No

PID #: Type in Number; Note: Must Fill In

Plat Book #: Type in Number; Note: Must Fill In

Plat Page #: Type in Number; Note: Must Fill In

Land Lot #: Type in Number; Note: Must Fill In

Special Assessment: None; If yes Explain

Tax Year: Fill in Number; Note: Must Fill In

Zoning: Fill in; Note: Must Fill In

Total Real Estate Property Tax: | Box to type in number |

Sale Price: | Box to type in number |

Lease Price: | Check Box: [Yearly] [Monthly] | Box to type in number |

Lease Gross yearly Income: | Box to type in number |

Property Address: Insert address information below

| Street Address | | Unity # | | City | | State (drop down) | | Zip Code |

| County | Note: Once they click their state, all the counties in that state should populate into a drop-down option
Note: Once they click their state, all the counties in that state should populate into a drop-down option |

| Geo Latitude | | Geo Longitude | Note: Put this note above the GEO tabs: You can find the Latitude and Longitude on google maps

Open Box:

Have this above the box: List here any special instructions to get to the property or upon arrival to the property

City Limits: | Drop Down Box: [Yes] [No] |

Historic District: Drop Down Box: [Yes]   [No]   Note: If YES: List Contact information: First/Last Name, Phone, Email

Marketing City: [This should populate from the city above

Subdivision: Box to fill in the name of the subdivision

Secondary Subdivision: Box to fill in the name of the secondary subdivision or N/A

HOA: Dropdown box: yes or no

HOA Initiation Fee   Fill in Box with number or N/A

HOA Monthly Fees: Fill in Box with number or N/A

School District: Main Name: Drop down box: This should populate based off the city or type in

Elementary: Main Name: Drop down box: This should populate based off the city or type in

Elementary 2:   Main Name: Drop down box: This should populate based off the city or type in

Property Address: Insert address information below

Middle School: Main Name: Drop down box: This should populate based off the city or type in

Middle School 2:   Main Name: Drop down box: This should populate based off the city or type in

High School: Main Name: Drop down box: This should populate based off the city or type in

High School 2:   Main Name: Drop down box: This should populate based off the city or type in

Property Description:

GENERAL INFORMATION

Property Tag Line:

> A box for a 100 character description

?: Make a ? and a hover over: Make the tagline unique that would catch a buyers eye.

Property Description:

> A box for the realtor to upload a verbal description of the property

?: Make a ? and a hover over: Here is where you will give the property some flare with your description of the property.

Year Built:

> Year Built Drop down box with years: Start at 1800 to present
>
> We need a I don't know check box

Construction Type:

> Construction type: Drop down box
>
> [Wood Frame]   [Masonry/Block]   [Concrete]   [Steel Frame]   [Brick/Stone]   [Log]   [Modular]   [other]

Note: If other is check, they need to describe in box below

Foundation Type:

> Construction type: Drop down box
>
> [Block]   [Crawl Space]   [Pilings] [Slab]   [Brick & Mortar]   [ICF]   [Concrete]   [Raised]   [Walkout]   [Permanent]

Note: If other is check, they need to describe in box below

Lot Acres:
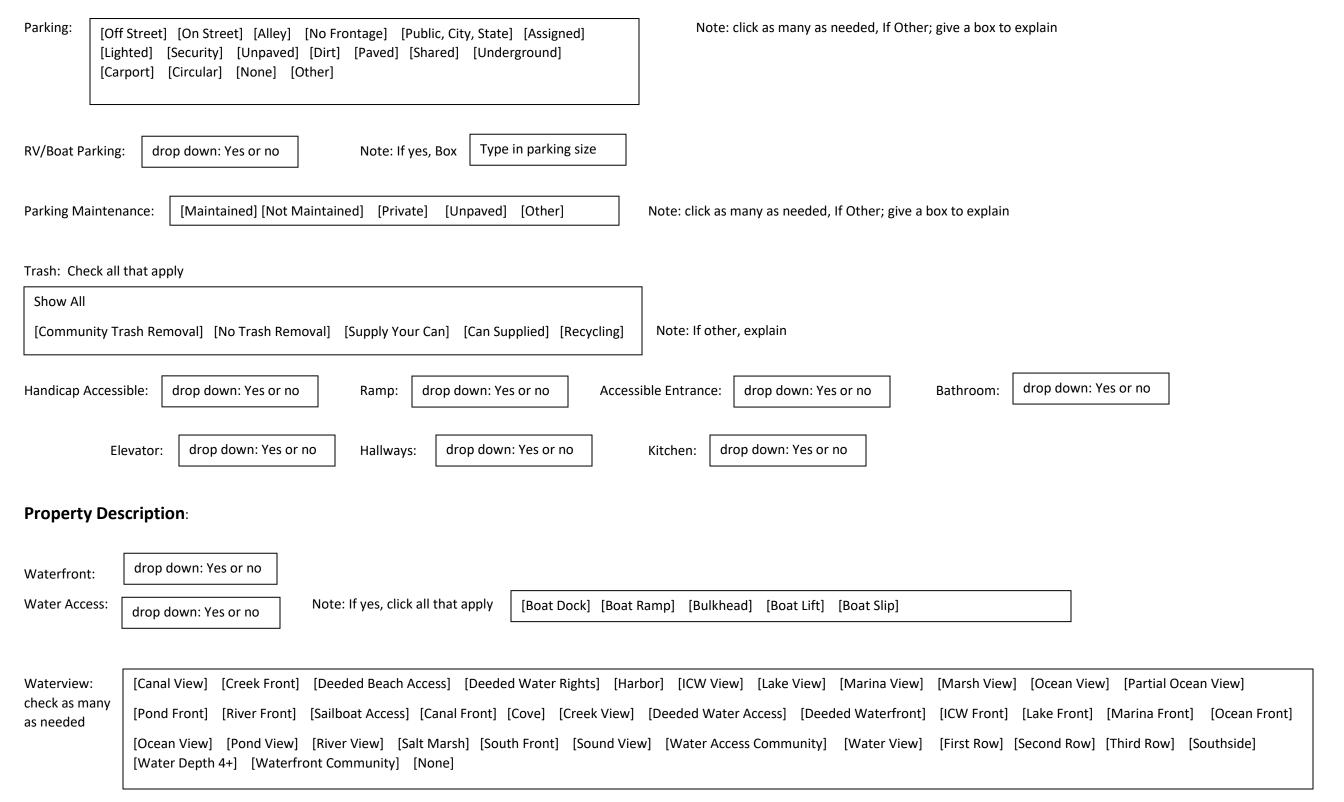
> A box for them to type in a number

Lot Square Footage:

> A box for them to type in a number

Lot Dimensions:

> A box for them to type in a number

?: Make a ? and a hover over: Show example: 140'x25'x432'x380'

Parking:

[Off Street]   [On Street]   [Alley]   [No Frontage]   [Public, City, State]   [Assigned]
[Lighted]   [Security]   [Unpaved]   [Dirt]   [Paved]   [Shared]   [Underground]
[Carport]   [Circular]   [None]   [Other]

Note: click as many as needed, If Other; give a box to explain

RV/Boat Parking: drop down: Yes or no   Note: If yes, Box   Type in parking size

Parking Maintenance: [Maintained] [Not Maintained]   [Private]   [Unpaved]   [Other]   Note: click as many as needed, If Other; give a box to explain

Trash: Check all that apply

Show All

[Community Trash Removal]   [No Trash Removal]   [Supply Your Can]   [Can Supplied]   [Recycling]   Note: If other, explain

Handicap Accessible: drop down: Yes or no   Ramp: drop down: Yes or no   Accessible Entrance: drop down: Yes or no   Bathroom: drop down: Yes or no

Elevator: drop down: Yes or no   Hallways: drop down: Yes or no   Kitchen: drop down: Yes or no

Property Description:

Waterfront: drop down: Yes or no

Water Access: drop down: Yes or no   Note: If yes, click all that apply   [Boat Dock]   [Boat Ramp]   [Bulkhead]   [Boat Lift]   [Boat Slip]

Waterview:
check as many
as needed

[Canal View]   [Creek Front]   [Deeded Beach Access]   [Deeded Water Rights]   [Harbor]   [ICW View]   [Lake View]   [Marina View]   [Marsh View]   [Ocean View]   [Partial Ocean View]

[Pond Front]   [River Front]   [Sailboat Access]   [Canal Front]   [Cove]   [Creek View]   [Deeded Water Access]   [Deeded Waterfront]   [ICW Front]   [Lake Front]   [Marina Front]   [Ocean Front]

[Ocean View]   [Pond View]   [River View]   [Salt Marsh]   [South Front]   [Sound View]   [Water Access Community]   [Water View]   [First Row]   [Second Row]   [Third Row]   [Southside]
[Water Depth 4+]   [Waterfront Community]   [None]

Cobra Zone: [Yes or no drop down] ?: Make a ? **COBRA Zone** is the colloquial term for areas mapped and designated as Coastal Barrier Resources System (CBRS) units. The Coastal Barriers Resources Act (**CBRA**) of 1982 removed Federal government support for building and development in undeveloped portions of hazardous coastal areas.

Federal Flood Insurance Available: [Yes or no drop down]

Property Location: [Drop down box: [Island] [mainland]]

Flood Zone Type:

Drop down box: Click as many as needed

[Zone A] [Zone AE, A1-30] [Zone AH] [Zone AO] [Zone AR] [Zone A99] [Zone V] [Zone VE, V1-30]

Outside SFHA [Zone X (shaded)]   [Zone B (moderate-risk zones)]

Outside SFHA [Zone X (unshaded)]   [Zone C (low-risk zones)]

?: Make a ? and a hover over: see separate attachment for description to be attached to each ?

Square Footage Heated: [Type in number] ?: Make a ? and a hover over: This is to include only livable space above ground.

Square Footage Separate: [Type in number] ?: Make a ? and a hover over: This is to include non-livable square footage, like basement or attic is usable.

Property Levels:

Check all that are applicable:

[One]   [Two]   [Three]   [4 stories or more]   [One & Half]   [1st Floor Unit]   [2nd Floor Unit]   [3rd Floor Unit]   [4th or other Floor unit]   [Basement]   [End Unit] [Middle Unit]

Note: If other, explain

Basement

Check all that are applicable:

[Dirt]   [Not Finished] [Finished Full]   [Finished Partial]   [Outside Entrance] [None] [Other]

Note: If other, explain

# of rooms: [Type in number] ?: Make a ? and a hover over: This is to include all usable rooms, not to include closets, bathrooms, etc.

Property Description:

Garage   Drop Down: Yes or No   If yes: Drop Down: [1] [2] [2.5] [3] [3.5] [4] [4.5] [5] [6]

Carport   Drop Down: Yes or No   If yes: Drop Down: [1] [2] [2.5] [3] [3.5] [4] [4.5] [5] [6]

Porch/Balcony/Deck:

Check all that are applicable:

[Balcony] [Deck] [Porch] [Concrete] [Patio] [Screened] [Enclosed] [Open] [Covered] [None] [Other]

Note: If other, explain

Roof:

Check all that are applicable:

[Architectural Shingle] [Membrane] [Shake] [Slate] [Tile] [Composite] [Metal] [Shingle] [Tar & Gravel] [Other]

Note: If other, explain

# of Full Baths:?:   Type in number   Make a ? and a hover over: This is to include all bathrooms with a tub/shower unit.

# of 1/2 Baths: Type in number   ?: Make a ? and a hover over: This is to include all bathrooms without a tub/shower unit.

# of Bedrooms: Type in number   ?: Make a ? and a hover over: This is to include anywhere a person could possibly sleep.

Master Bedroom Location:

Drop Down Box

[first floor] [second floor] [other] If other: make a box to describe

Property Stories: Type in number   ?: Make a ? and a hover over: Livable stories being heated

Heating Source:

Check all that are applicable:

[Natural Gas] [Propane Buried] [Oil Buried] [Propane Above Ground] [Oil Above Ground] [Wood] [Electric] [None]

Heating Source:

Check all that are applicable:

[Leased]   [Owned]

Interior Heating Source:

Check all that are applicable:

[Force Air]   [Hot Water]   [Wood]   [Other]   [None]

Interior Cooling:

Check all that are applicable:

[Force Air]   [Window Units]   [Attic Fan]   [Other]   [None]

Interior Cooling:

Check all that are applicable:

[Force Air]   [Window Units]   [Other]   [None]

Water:

Check all that are applicable:

[City]   [Well]   [Other]   [None]

If Well: Put Boxes:

Fill in: DEPTH

Fill In: DATE INSTALLED

Sewer:

Check all that are applicable:

[City]   [Conventional Septic]   [Sand Mound]   [Other]   [None]

If Septic: Put

Fill In: DATE INSTALLED

Fill In: When last emptied

Boxes:

Electric:

Check all that are applicable:

[Underground]   [Overhead]   [Other]   [100 Amp]   [200 Amp]   [None]

Pool & Spa: Check all that apply

Show All

[Above Ground]   [Hot Tub]   [In Ground]   [None]   [Community]   [Personal]
[Other]

Note: If other, explain

Pets: Check all that apply

Show All

[Pets]   [No Pets]   [Other]

Note: If other, explain

Community Amenities: Check all that apply

Show All

[Tennis Courts]   [Basketball Courts]   [Walking Trails]   [Biking Trails]   [Baseball Fields]   [Soccer Fields]   [Open Fields]   [Club House]   [Flood Insurance]   [Golf Course]   [Horseback Riding Trails]   [Horse Stalls]   [Community Area Maintained]   [Storage Area]   [Common Area]   [Cable] [Fitness Center]   [Gated Community]   [Heating Cooling]   [Horses Allowed]   [Onsite Laundry Facility]   [Maintenance Roads]   [Maintenance Facility]   [Master Insurance]   [Pest Control]   [Community Playground]   [Onsite Restaurants]   [Security]   [Sidewalks]   [Storage Lot]   [Grounds Maintained]   [Marina]   [Management Fee]   [Public Picnic Area]   [Pool Outdoor] [Pool Indoor]   [No Amenities]   [Other]

Note: If other, explain

Exterior Features: Check all that apply

Show All

[DP 50 windows]   [Gas Grill]   [Security Lighting]   [Shutters-Functional]   [Hurricane Shutters]   [Storm Windows]   [Thermal Windows] [Exterior Kitchen] [Gas Logs] [Outdoor Shower]

[Storm Doors]   [Thermal Doors]

Exterior Finishes: Check all that apply

Note: If other have another box to explain

Show All

[Aluminum]   [Block]   [Brick Veneer]   [Brick]   [Fiber Cement]   [Steel Siding]   [Stucco]   [Synthetic Stucco] [Composition]   [Log]
[Stone]   [Concrete]   [Wood Siding]   [Asbestos]   [Bat and Board] [Vinyl Siding]   [Other]

Fencing: Check all that apply

NOTE:

NOTE: CHECK MARK: Professional Installed or Homeowner Installed

Note: If other have another box to explain

Show All and click as many as needed.

[Brick]   [Electric]   [Invisible]   [Partial]   [Split Rail]   [Wood]   [Chain Link]   [Full]   [Metal-Decorative]   [Vinyl]   [Other]

Attic Space:

Check all that are applicable

Note: If other have another box to explain

[Access Only]   [No Access]   [Eave Storage]   [Floored Partial]   [Floored Total]   [Stairs Permanent]   [Stairs Pulldown]   [Walk-In]
[None]   [Other]

Boat Slip:

| Yes or no drop down | If Yes: | Type Length | Type Width |

Mean High Water Depth: [drop down: Yes or no]   Put a ?: Mean High Water is a Tidal Datum representing the average of all the daily tidal high water heights observed over a period of several years. In the United States this period spans 19 years and is referred to as the National Tidal Datum Epoch

Building Green Certified:

Check all that are applicable

[DOE Challenge Home]   [Eco Select Program]   [Environment for living]   [EPA Water Sense]   [GHBT Green Cert Homes

[Hero Code Home]   [LEED-H Certified]   [NC Healthy Blt H]   [Earth Craft House]   [Energy Star Home]   [EPA Indoor Air Purifier]

[Fortified Home Build]   [Green Built Home]   [HERS Rated]   [NAHB Certified home]   [None]

Green Building Features:

Check all that are applicable

[Active Solar]   [Electric Car Charger]   [EPA Water Sense Plum]   [Geo Thermal Heat]   [LED Lighting]   [Passive Solar]   [Drought Res landscape]
[Energy Star Appliances]   [Fresh Air Vent]   [High Efficiency Toilets]   [Low Voc Paint/Var]   [Programmable Thermostats]   [Radiant Heated Floors]

[Sealed Attic]   [Sealed Crawl Space]   [Solar Hot Water]   [Solar Photovoltaic]   [Rain Cistern Collection]   [Sealed Fireplace]   [Solar Act Heat]
[Solar Passive Heat]   [Tankless Water Heater]   [NONE]   [Other}

Note: If other, please explain

Showing Instructions: Insert the correct information

Check all that are applicable

Show All

[Appointment Required]   [Call Listing Office]   [Listing Agent Present]   [Lockbox]   [No Lockbox]   [No Sign]   [Show Anytime]   [Vacant]   [Call Listing Agents]   [Key at office]   [No Showings]   [On Site Agent]   [Restricted Hours] [Tenants]   [Occupied]   [Onsite Pets]   [See Pet Remarks]   [Remarks]

Note: Give two boxes for them to make remarks in 1. about pets 2. About random stuff

Listing Distribution:

Check all that are applicable

Seller Opt Out:

[Seller Directs Listing to be EXCLUDED from Internet]   [Seller Directs Address to be EXCLUDED from Internet

[Seller Directs Listing to NOT be used in AVM's on the Internet]   [Seller Directs Listing to NOT allow comments on Internet]

Seller Opt IN:

[Seller Directs Listing to be posted on the Internet}

Outside Distribution:

[Redfin]   [Zillow]   [Trulia]   [Realtor.com]   [List Hub]

We will need to be able to add more to this list in the future

FEMA Flood Zone Designations

To indicate the risks in different parts of the country, FEMA has assigned a character from the alphabet to each zone.

Flood Zone A

Areas subject to inundation by the 1-percent-annual-chance flood event generally determined using approximate methodologies. Because detailed hydraulic analyses have not been performed, no Base Flood Elevations or flood depths are shown. Mandatory flood insurance purchase requirements and floodplain management standards apply.

Flood Zone AE, A1-30

Areas subject to inundation by the 1-percent-annual chance-flood event determined by detailed methods. Base Flood Elevations are shown. Mandatory flood insurance purchase requirements and floodplain management standards apply.

Flood Zone AH

Areas subject to inundation by 1-percent-annual-chance shallow flooding (usually areas of ponding) where average depths are between one and three feet. Base Flood Elevations derived from detailed hydraulic analyses are shown in this zone. Mandatory flood insurance purchase requirements and floodplain management standards apply.

Flood Zone AO

Areas subject to inundation by 1-percent-annual-chance shallow flooding (usually sheet flow on sloping terrain) where average depths are between one and three feet. Average flood depths derived from detailed hydraulic analyses are shown in this zone. Mandatory flood insurance purchase requirements and floodplain management standards apply.

Flood Zone AR

Areas that result from the decertification of a previously accredited flood protection system that is determined to be in the process of being restored to provide base flood protection. Mandatory flood insurance purchase requirements and floodplain management standards apply.

Flood Zone A99

Areas subject to inundation by the 1-percent-annual-chance flood event, but which will ultimately be protected upon completion of an under-construction Federal flood protection system. These are areas of special flood hazard where enough progress has been made on the construction of a protection system, such as dikes, dams, and levees, to consider it complete for insurance rating purposes. Zone A99 may only be used when the flood protection system has reached specified statutory progress toward completion. No Base Flood Elevations or depths are shown. Mandatory flood insurance purchase requirements and floodplain management standards apply.

Flood Zone V

Areas along coasts subject to inundation by the 1-percent-annual-chance flood event with additional hazards associated with storm-induced waves. Because detailed hydraulic analyses have not been performed, no Base Flood Elevations or flood depths are shown. Mandatory flood insurance purchase requirements and floodplain management standards apply.

Flood Zone VE, V1-30

Areas subject to inundation by the 1-percent-annual-chance flood event with additional hazards due to storm-induced velocity wave action. Base Flood Elevations derived from detailed hydraulic analyses are shown. Mandatory flood insurance purchase requirements and floodplain management standards apply.

Zones outside the SFHA

Moderate flood hazard areas, labeled Zone B or Zone X (shaded) are also shown on the FIRM but are not considered part of the Special Flood Hazard Area. The areas of minimal flood hazard, which are the areas outside the SFHA and higher than the elevation of the 0.2-percent-annual-chance flood, are labeled Zone C or Zone X (unshaded).

Zone X (shaded), B (moderate-risk zones)

An area of moderate flood hazard that is determined to be outside the Special Flood Hazard Area between the limits of the base flood and the 0.2-percent-annual-chance (or 500-year) flood.

Zone X (unshaded), C (low-risk zones)

An area of minimal flood hazard that is determined to be outside the Special Flood Hazard Area and higher than the elevation of the 0.2-percent-annual-chance (or 500-year) flood.