

MLS Listing Input Form — Broker Side (Comprehensive)

1. Listing Basics

MLS Number, Listing Status, List Price, Original List Price, Expiration Date, Days on Market, Listing Date

2. Location

Street Number/Name/Suffix, Unit #, City, State, ZIP, County, Subdivision, Legal Description, Parcel ID, Directions, Latitude/Longitude

3. Property Type & Classification

Property Category, Sub-Type, Style, Stories, Construction Status, Ownership Type, Zoning

4. Lot & Land Details

Lot Size, Lot Dimensions, Topography, Waterfront Type, Water Frontage, View, Flood Zone

5. Building & Structure

Year Built, Effective Year, Living Sq Ft, Gross Building Area, Rooms, Beds, Baths, Basement, Garage, Parking, Pool, Porch/Patio

6. Interior Features

Flooring, Appliances, Kitchen Features, Master Suite, Fireplace, Heating, Cooling, Water Heater, Laundry, Layout, Accessibility

7. Exterior Features

Construction Materials, Roof, Foundation, Exterior Finish, Fence, Landscaping, Outbuildings

8. Utilities

Water Source, Sewer, Gas, Electric, Internet, HOA Fees, HOA Includes

9. Financial & Legal

Taxes, Special Assessments, CDD Fees, Exemptions, Financing Available, Buyer Incentives, Lease Restrictions

10. Marketing & Remarks

Public Remarks, Broker Remarks, Directions, Showing Instructions, Open House Dates, Occupant Type, Confidential Info

11. Media Uploads

Photos, Virtual Tours, Floorplans, Drone Media, Flyers

12. Rental-Specific

Rent Amount, Lease Term, Deposits, Furnished/Unfurnished, Utilities Included, Pet Restrictions, HOA Approvals

13. Commercial-Specific

Building Class, Lot Size/FAR, Current Use, Potential Use, Cap Rate, NOI, Expenses, Traffic Counts, Units

14. Land-Specific

Land Use, Road Frontage, Utilities to Site, Build-to-Suit, Environmental Info

15. Listing Agent/Office Info

Agent Name, License, Office Name/License, Phones, Emails, Co-Listing Agent, Commissions, Bonuses

16. Status & History

Price History, Status Change History, Contract Dates, Closed Price, Concessions