

" " Items MUST BE FILLED OUT or form will be returned.

TAXCOUNTY PIN ADDRESS NUM AD DIR STREET NAME (Do Not Abbreviate) ST TYPE
CITY (U.S. Postal - Do Not Abbreviate) ZIP CODE UNINCORPORATED ZONED (Enter Code) AREA
SUB AREA (Do Not Abbreviate) PRICE (No Commas, No Cents) \$

GRID INFORMATION
NS DIR (One) NS#
EW DIR (One) EW#
MAP# SECTION
(See 2004 Mapsco Denver Regional Street Atlas) (Enter A-Z, excluding I and O)

LOT SIZE (Dimensions, Sq. Ft.)
ACRES (Approximate) (Enter Direction Front Faces)
FACES

TOTAL HOA FEES FEE QUOTED (One)
\$ A Annual M Monthly Q Quarterly N None

MULTIPLE HOA'S Y Yes N No
FEE INCLUDES (Up to 7)
CL Clubhouse ER Ext Bldg&Roof Mnt EM Ext Bldg Mnt w/o Roof IN Insurance PL Community Pool SN Snow Removal
TN Tennis Courts TR Trash Removal W Water S Sewer GM Grounds Mnt

LOAN BALANCE (Existing First Only) (No Commas, No Cents) \$
TAXES (No Commas, No Cents) \$

TERMS (Up to 7)
CV Conv F FHA V VA CA Cash O OWC QA Qual Asmpt VO Vet Only LP Lease Purchase EI Energy Imp Mtg
ES Escalation TR Trade/Exchange LO Lease Option W Wrap Around B Bond SQ Seller Qualify NQ Non Qual Asmpt EE Energy Eff Mtg DP Down Pmt Assistance

ADDITIONAL TERMS (Special Financing, Not in Book)

TYPE (One) (Separate By Comma) (One)
DSF Detached Single Fam ASF Attached Single Fam (Duplex, Triplex) CP Cluster/Patio
HRS Horse Prop AGR Agriculture WTR Waterfront GLF Golf Course PRK Park/Grnbelt

HORSES (Up to 4)
Z Zoned For C Covenants Allow For W Well Allows For S Water - Stream/Spring N Water Not Provided

COOP COMPENSATION (At least one \$ or % must be offered)
BUYERS AGENCY
TRANSBROKER

AGENT ID LISTOR OFFICE ID OFFICE NAME

CURR LIST DATE (DD-MMM-YYYY e.g.: 01-JAN-2003)

SUBFLOOR (One)
CR Crawl Space SL Slab
BASEMENT (One) (One if applies)
F Full P Partial Q None W Walk-Out G Garden Level C Cellar
BSMT FINISHED (One) % BSMT FINISHED
F Fully Finished P Partially Finished O Open

FIREPLACE LOCATION (Up to 2)
L Living Room F Family Room B Bedroom D Dining Room K Kitchen M Master Bedroom

OF FIREPLACES
CAR STORAGE (Up to 5) (Separate by Commas) SPACES (Enter # Of)
G Garage C Carport F Off Street N None A Attached D Detached O Oversized T Tandem

HEAT (Primary Source) (One) (Separate by Comma) (One)
G Gas P Propane E Electric S Solar W Wood C Coal O Oil
FA Forced Air HW Hot Water EB Baseboard PL Panel HP Heat Pump WH Wall Heater GR Gravity ST Stove SH Space Heater AC Active PS Passive SM Steam

AVG UTIL \$ (Excluding Water & Sewer)
ERHC Energy Rated Homes of Colo (Enter the certified star rating)
A 5 Star+ B 5 Star C 4 Star+ D 4 Star E 3 Star+ F 3 Star G 2 Star+ H 2 Star or under
UNIFORM ER (Enter the NUMERIC Rating)

SEWER (One) WATER (One)
PUB Public COM Community SEP Septic PUB Public COM Community WLD Well Domestic WLH Well Household

LAUNDRY LOC (Enter U, M, L or B)
CONSTRUCTION/Exterior Material (One) (Separate by Comma) (One)
FR Frame BR Brick VY Vinyl Siding FB Frame/Brick SU Stucco MR Moss Rock BL Block AD Adobe LG Log SB Stucco/Brick
FK Frame/Rock RK Rock CO Concrete MO Modular CS Metal Siding MS Cedar Siding WS Wood Siding JM JM Asbestos OT Other

ELEMENTARY JR HIGH/MIDDLE SR HIGH (School Codes available on www.MYmls.com)

EXCLUSIVE AGCY (One) VARIABLE COMM (One)
EA Exclusive Agency ER Exclusive Right V Yes No
PROSPECT RESERVATION (One) P Yes No LIMITED SERVICE (One) Yes No ENTRY ONLY (One) Yes No

DIMENSIONS (Feet & Inches) LOCATION (Enter Dimensions - 12'07X10'07) (Enter U, M, L or B)
MASTER BR
FAMILY ROOM
LIVING ROOM
DINING ROOM
KITCHEN
STUDY/DEN

BEDROOM BATH (F= Full, T= 3/4, H= 1/2, Q= 1/4, R=Rough) (No #'s, No Commas, ex: 3 Full 2 Half=FFFHH)
U BR U BA
M BR M BA
L BR L BA
B BR B BA
BEDROOMS TOTAL BATHS TOTAL

APPROXIMATE SQUARE FEET
U SQ
M SQ
L SQ
B SQ
U=Upper L=Lower M=Main B=Bsmt Ranch=M&B Bi-Level=U&L 2-Story=U&M&B Tri-Level=U&M&L 4-Level=U&M&L&B (Do Not Include B SQ in Total)

SQUARE FEET (No comma) FINISH SQFT TOT
MEASUREMENT FROM (One)
C County Records L Lister Measured A Appraiser Measured
B Builder F Floor Plans

DATE MEASURED (DD-MMM-YYYY e.g.: 01-JAN-2002)

ARCHITECTURE (One) STYLE (One)
A A-Frame BU Bungalow CA Cabin CH Chalet CT Contemporary DS Denver Square MC Mountain Contemp RC Rustic Contemp SP Spanish/SW TR Traditional TU Tudor VC Victorian OT Other
R Ranch/One-Story RR Raised Ranch MH Mobile Home BI Bi-Level TR Tri-Level FT Front/Back Tri-Lv 4L Tri-Level w/Bsmt FL Front/Back 4L SH Story & 1/2 2S Two Story 3S Three Story

ROOFING MATERIAL (Up to 2)
CO Composition Shingles (Asphalt, Fiberglass, Organic) RR Rolled Roofing WS Wooden Shake CS Cement Shake ME Metal ST Spanish Tile
BU Built-Up (Tar & Gravel) SS Simulated Shake CA Cement Asbestos CT Concrete Tile SL Slate OT Other

YEAR (Year Built, 2003 NOT 03; 4 Digits MUST Be Entered)

BUILDER MODEL

REQUIRED ONLY IF FAXED OR MAILED TO METROLIST

Listing Address _____ Listor _____
Office _____ Off Phone _____ Office ID _____

DESCRIPTION (Up to 34 - Only 15 in Book - 34 Online)

- AC Air Condition-Central, AF Attic Fan, AO Agent Owner, AR Arena, AT Antenna, BA Burglar Alarm, BG Backs to Greenbelt, BL Balcony, BO Backs to Open Space, BR Barn, BW Buyer's Warranty, CA Cable Available, CF Ceiling Fan, CH Carriage House, CI Cable Installed, CL Corner, CN No Covenants, CO Compactor, CP Covered Patio, CR Corp Owned, CU Cul-de-sac, CV Central Vacuum, DB Double Pane Windows, DE Deck, DG Dog Run, DR Dryer, DS Disposal, DW Dishwasher, EC Evap Cooler(swamp), EF Elec Air Filter, ES Eating Space/Kitchen, FD Formal Dining, FE Fence, FI Fireplace Insert, FR Freezer, FX Fix-Up, GA Garden Area, GC Golf Community, GD Garage Door Opener, GG Gas Grill, GL Gas Logs, GR Great Room, HC Handicap Features, HD HUD Owned, HT Hot Tub, IC Intercom, JA Jet Action Tub, JJ Jack & Jill Bath, LE Lender Owned, LO Loft, LP Landscaped Prof, MA Maint/Assoc Fee, MB Master Bathroom, ML Mother-In-Law Apt, MO Microwave Oven, MR Media Room, MS Master Suite, NC Newer Carpet, NH New Home, NP New Paint, OG On Golf Course, PA Parking Add'l Off St, PC Pool Community, PF Pet Free, PL Pool, PR Pet Restrictions, PS Pellet Stove, PT Patio, QP Quick Possession, QT Quarry Tile, RF Refrigerator, RM Remodeled, RV RV Parking, SA Smoke Alarm, SC Self-Cleaning Oven, SD Satellite Antenna, SE Security Entrance, SF Smoke Free, SH Solar/HotWtrHeater, SK Skylights, SL Solar/Active, SN Sauna, SO Solar/Passive, SP Sprinkler, SS Sun Room, ST Stove, SU Sump Pump, SW Storm Windows, TC Tennis Court, TM Two Master Bdrm, TO Tenant Occupied, TX 1031 Exchange, UD Updated, UT Utility Shed, VC View City, VL Vaulted Ceiling, VM View Mountains, WA Washer, WB Wet Bar, WC Window Coverings, WD Wood Floors, WI Walk-in Closets, WK Work Shop, WP Water Purifier, WR Water Softener, WS Wood Stove, WT Water Rights, WW Wall to Wall Carpet

PUBLIC REMARKS R1, R2, R3, R4, R5, R6
(R1 Appears on the Computer, in the Book and on the EASY Brochures. R2-R6 Will appear in the Computer and on EASY Brochures-Will Not Print In The MLS Book.)

BROKER REMARKS B1, B2 (PRIVATE)

BROKER OPENDATE, HOURS OPEN

CONTRACT INFORMATION (Online only-Data obtained through Print Everything or enter "Contract Info" in Custom Print)
LEGAL1, LEGAL2, EXCLUSIONS1, EXCLUSIONS2, EARNESTCK TO, MIN EARNEST, POSSESSION

DIRECTIONS to property (Online only-Data obtained through Print Everything or enter "Directions" in Custom Print)
D1, D2, D3, D4, D5

PHOTOS provided by (One), B Broker Submitted Photo, M Metrolist Will Take Photo, PREVIOUS PHOTO, Enter the old listing number of the desired photo

PHOTO PRODUCTS: BW GLOSSIES, LASER PRINT, SCREENED PRINT, COLOR GLOSSIES (3.5 x 5) (One), 1, 2, 4, 10, 20, 40, 100, 200

BROCHURES PRODUCTS: EASY BROCH DATE, Enter today's date (DD-MMM-YYYY e.g.: 01-JAN-2003), Order in Increments of 100, QTY EASY BROCH

INTERNET ADS N No, GHOST LISTING, Enter Area(s) for Ghost Listing(s)

All real estate advertised herein is subject to the Federal Fair Housing Act and the Colorado Fair Housing Act, which Acts make it illegal to make or publish any advertisement that indicates any preference, limitation, or discrimination based on race, color, religion, sex, handicap, familial status, or national origin. Metrolist, Inc. will not knowingly accept any advertising for real estate which is in violation of the law. All persons are hereby informed that all dwellings advertised are available on an equal opportunity basis.

Metrolist Guidelines

This form is more of an “art” than a “science”, meaning, as long as we can understand what you’ve put on the listing (we don’t need school codes, just the names of the schools), we should not have any problem in uploading your info. Please use your best judgment, however, in filling it out, paying particularly close attention to the square footages of your home as shown on the measurement guide which you can obtain by request.

First horizontal block:

Tax County	The county your property is located in.
PIN	Parcel ID #... most of the time, this can be found at your county’s public website, usually, www.co.YOURCOUNTY.co.us
Address #	If the address is 3923 West Seabrook Lane, then the “number” part of your address, would be “3923”.
Ad Dir	In this case, it would be “West”.
Street Name	“Seabrook”
St. Type	“Lane”
City	The city in which your property is located in.
Zip Code	The 5 digit postal zip code.
Unincorporated	If your area is unincorporated, you’ll know it mostly by the fact that you pay no “city” tax. Most areas are incorporated, but if you don’t know, please do not answer this field.
Zoned	If your home is in a residential neighborhood without any businesses or acreage around, then zoning is probably “res” or residential. If you are in the country, then you may be “ag” or agricultural. If your home is in a business district, you may be “comm” or commercial.
Area	This is the “Area” your property is located in, such as Denver SE, or Highlands Ranch, for example.
Price	Please enter your “Asking” price here.
Sub Area	Enter your subdivision here, which can be found on your tax assessor’s papers, or the county website. It can be in the form of Lot 1, Block 2; L1, B2; or other indecipherable language.

GRID INFORMATION:

NS DIR	Indicate the location of your property in relation to Denver proper. If your “Area” is Denver SE, then you would enter S.
EW DIR	Indicate the location of your property in relation to Denver proper. If your “Area” is Denver SE, then you would enter E.
NS #	Leave blank, unless you are sure you know this info.
EW#	Leave blank, unless you are sure you know this info.
Map #	Leave blank, unless you are sure you know this info.

Section	Leave blank, unless you are sure you know this info.
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LOT INFO:

Lot Size	Please put your dimensions in square feet if you know it.
Acres	You can put your acreage here, such as 4.25 acres.
Faces	Which direction does your home face? N, S, E, W, NE, NW, SE, SW?

FINANCIAL:

Loan Balance & Related	Please leave these fields blank.
Taxes	Please indicate the taxes you paid for the previous year, as all property taxes are paid in "arrears".
Terms	Indicate up to 7 types of financing you would accept. The reason this is important is because your home may not qualify for a VA or FHA loan. Or, you may not want to deal with those 2 types of loans because of the restrictions. Conv (conventional) and Cash are the 2 most common chosen.

COOP COMPENSATION: Please download and read the Definitions of Working Relationships before completing this section.

Buyer's Agency	Represents the buyer. Has fiduciary responsibility to the buyer, but not to the seller. Customary coop for this entity is 2.8%, but you are encouraged to offer as much as you can afford. With the market as it is, you want to provide an incentive to buyer's agents to show your property.
Trans Broker	Transaction broker has no fiduciary responsibility to the buyer or seller, but could be bringing the buyer to purchase your home. Customary coop is again 2.8%, but you won't be paying this fee out twice. You'll only pay it to the Buyer's Agent OR the Transaction Broker.

ABOUT THE PROPERTY: (2ND COLUMN) (Please download the Measurement Guide and read it before filling out the rest of the listing input form.)

Type	Detached single family is a regular style home that is not attached to any other domicile. Choose one from each column.
Subfloor	You should know whether or not you have a crawl space or slab. If you have both, indicate whichever one is the most prevalent.
Basement	Again, please see the Measurement Guide, as this will tell you whether or not your lower level is

		considered as part of the total square feet. Please do not “fudge” on this item. Any fines assessed by Metrolist regarding this issue or square footage will be charged back to the client, if the client indicated incorrect information. If any portion of your lowest level of your home is covered by ground, or is below ground level to any degree, then your lower level cannot be considered a part of the total s.f. It can, however, be considered as total finished square feet, as long as it is “finished”. You may check one in each column.
	BSMT Finished	Please indicate whether fully or partially finished, or open (not finished at all).
	% BSMT Finished	Please be as accurate as possible on this item. It will be used to calculate the total finished s.f.
	Fireplace Location	Choose up to 2 locations.
	# of Fireplaces	Lots of people leave this blank. Please complete it, as buyers want to know.
	Car Storage	Choose up to 5.
	Spaces	Please indicate how many spaces are available for parking in the garage, or other parking areas.
	Heat	Most properties are gas/forced air, but please indicate what is accurate for your property.
	AVG Utilities	This is not a required field.
	ERHC	You will know whether or not your home is an Energy Rated Home of Colorado.
	Uniform ER	This is not a required field.
	Sewer	Please choose 1 option.
	Water	Please choose 1 option.
	Laundry Location	Please indicate which level your laundry room is on. If you have more than one, please indicate the main laundry room location.
	School Codes	Please do not enter codes. Write in the name of the schools to the best of your ability and knowledge. This field sometimes populates automatically.
	Exclusive Agency	Leave this blank.
	Variable Comm	Leave this blank.
	Prospect Res	Leave this blank.
	Limited Service	No
	Entry Only	Yes (unless you’re choosing to use our company in a traditional way.

DIMENSIONS:

	Master Bedroom	This is a pretty important field, though it is not required. Please indicate the level of your home the Master Bedroom is on. U=Upper, M=Main, L=Lower, B=Basement
	All other Dimension Fields	Fields are not required, but are helpful.

BEDROOM & BATH:

U BR	Indicate the # of bedrooms on the upper level.
M BR	Indicate the # of bedrooms on the main level.
L BR	Indicate the # of bedrooms on the lower level.
B BR	Indicate the # of bedrooms on the basement level.
Bedrooms Total	This field is required. Enter total # of conforming (bedroom w/closet and window ingress/egress) bedrooms. U=Upper, M=Main, L=Lower, B=Basement
U BA	Indicate the # of baths on the upper level.
M BA	Indicate the # of baths on the main level.
L BA	Indicate the # of baths on the lower level.
B BA	Indicate the # of baths on the basement level.
Baths Total	This field is required. Enter total # of bathrooms. U=Upper, M=Main, L=Lower, B=Basement

APPROXIMATE SQUARE FEET

U SQ	Please see the key in the corner of this block.
M SQ	Please see the key in the corner of this block.
L SQ	Please see the key in the corner of this block.
SQUARE FEET	This is a required field. Please only calculate the upper, main and lower in this field. Basement is NOT included in this field.
B SQ	Please see the key in the corner of this block.
Finish SQ FT	This is the total finished square footage, including any finished s.f. in the basement.
Measurement From	This is not a required field.
Date Measured	This is not a required field.

CONSTRUCTION	Self-Explanatory
ARCHITECTURE	Self-Explanatory
STYLE	Please see the measurement guide to indicate the precise style of your home.
ROOFING MATERIAL	Self-Explanatory
Builder	If you know the name of the person or company that built your home, please indicate here.
Model	If you know the model of your home, please indicate here. This is important to some people who are looking for a certain style/model of home.

NEXT TO LAST HORIZONTAL BLOCK:

AGENT ID	Leave blank.
LISTOR	Leave blank.
PH L	Leave blank.
OFFICE ID	Leave blank.
OFFICE NAME	Leave blank.
PH O	Leave blank.
SHOWING PHONE #	If you've chosen to use the showing service, please put "showing service" in this field. If you are setting your own showings, please put your phone # where

	you can be reached any time of day here.
FAX #	If you have a fax #, please put it here. If you don't, please sign up for a free www.MaxEMail.com account. Once you are given a long distance fax #, all offers on your home can be faxed like a normal fax, but they will come to you as a digital .pdf document through your e-mail account. If you are using Broker Direct of Colorado Co. as a traditional real estate company, please put "Company Fax" in this field.

Please leave the last horizontal block blank.

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DESCRIPTION	Please check off 34 options in this section, and NO MORE. We do not have time to determine what might be more important to your buyers, but you can use your common sense to leave off microwave, because most people will have a microwave, therefore, not needing to use this as a parameter to search on.
PUBLIC REMARKS	Even though this is not a required field, please create a 255 character "blurb" to tell about your property. DO NOT reiterate anything that is already in your listing, as you'll be wasting valuable space. DO NOT use flowery words such as "charming" or "gorgeous". Just tell the facts.
BROKER REMARKS	Please leave blank.
BROKER OPEN DATE	Please leave blank.
HOURS OPEN	Please leave blank.

CONTRACT INFO:

LEGAL1	This is the beginning of your legal description, which you can find on your county website, or on your tax papers.
LEGAL2	This is a continuation of your legal description.
EXCLUSIONS1	Exclusions are anything that is nailed down, tied down, glued down or screwed down that you plan on taking from the house when you leave. Some sellers put "refrigerator" and "window coverings" just to be on the safe side.
EXCLUSIONS2	This is a continuation of your Exclusions.
EARNEST CK TO	If you haven't already, you should be consulting with a title company to make a relationship with them so they will know who you are and can assist you in obtaining title insurance and closing.
MIN EARNEST	Please indicate the amount of earnest money you'd like to have. Typical is 1% of the asking price. No buyer will be writing a check out to you personally. The earnest money needs to go through an attorney or title company. Customarily, it goes

		through the title company.
	Possession	This is normally 3 days after delivery of deed. We will default your answer to this if you leave this blank.
	Directions	Please put directions from the nearest major intersection. Include details such as "3 rd house on the right", or "turn left (west) at the corner of Hampden and Circle."
	PHOTOS	Please indicate here if you (Broker Submitted Photo) are going to be providing photo(s) or if you'd like Metrolist to take one (1) exterior photo of your property.

Thank you for attempting to fill out this form on your own. It is very comprehensive, so thank you, also, for bearing with us on some of our simplistic answers. If you are still coming up short and just don't know what to do, please just leave the field blank and we'll call you if we need the information clarified.

Best,

Schaunon Winter-Gilman
303.679.6056