

# Single Residential Units DATA FORM

\*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.

|   |   |  |
|---|---|--|
| <p><b>*TYPE</b></p> <p><input type="checkbox"/> Single Family Detached</p> <p><input type="checkbox"/> Garden/Patio Home/Detached</p> <p><input type="checkbox"/> Manufacture</p> <p><input type="checkbox"/> Modular</p> <p><input type="checkbox"/> Lot Size or Acreage</p> | <p><b>*List Price \$:</b> - to be discussed</p> <p><b>*Address:</b> _____ (Lookup)<br/> <small>St. #                      St. Dir.                      *Street Name</small></p> <p><b>*Intst/Dir.:</b> _____ (50)</p> <p><b>*City:</b> _____ (Lookup)    State: _____ (2)</p> <p><b>*ZIP+4:</b> _____    <b>*County:</b> _____ (Lookup)</p> <p><b>*County Acct No/Ad#:</b> _____ (22) (Lookup)</p> | <p><input type="checkbox"/> Exclusive Agency</p> <p><input type="checkbox"/> Exclusive Right to sell</p> |
|---|---|--|

|                     |  |
|---------------------|--|
| <b>AGENT/OFFICE</b> | <p><b>*List Agent:</b> Andrea McGilvray</p> <p><b>Commission: *SC %/\$:</b> _____ (5)    <b>*BC%/\$:</b> _____ (5)    Bonus\$: _____ (4)</p> <p><b>*List Date:</b> ____/____/____    <b>*Expire Date:</b> ____/____/____</p> <p><b>*Owner:</b> _____ (30)    <b>*Owner LREA/LREB:</b> _____ (Y/N)</p> <p><b>*Preferred Title Company:</b> _____ (Lookup)</p> |
|---------------------|--|

**Utility Suppliers:**

Gas: \_\_\_\_\_ (12)    Electric: \_\_\_\_\_ (12)    Garbage: \_\_\_\_\_ (12)

Water: \_\_\_\_\_ (12)    Sewer: \_\_\_\_\_ (12)    Other: \_\_\_\_\_ (12)

**\*Bedrooms:** \_\_\_\_ (2)    **\*Full Baths:** \_\_\_\_ (2)    **\*Half Baths:** \_\_\_\_ (2)    **\*Age:** \_\_\_\_ (2)    **\*Subdivision:** \_\_\_\_\_ (Lookup)

**\*Legal Desc-Lot:** \_\_\_\_\_ (5)    **\*Block:** \_\_\_\_ (3)    **\*CB/NCB:** \_\_\_\_\_ (6) N/C

**\*Lengthy Legal Desc:** \_\_\_\_\_ (30)

**\*Lot Size:** \_\_\_\_\_ (20)    **\*Builder's Name:** \_\_\_\_\_ (20)

**\*#Garage Spaces:** \_\_\_\_ (2)    **\*Construction:** \_\_\_\_\_ (Lookup) (New, Pre-Owned)

**\*Room Dimensions:** (Round to nearest foot)

| Room Name      | -- x-- | Room Name                  | -- X -- |
|----------------|--------|----------------------------|---------|
| *Living Room   |        | *Master Bedroom            |         |
| *Dining Room   |        | *Master Bath               |         |
| *Family Room   |        | *Bedroom 2                 |         |
| *Kitchen       |        | Bedroom 3                  |         |
| Breakfast Room |        | Bedroom 4                  |         |
| Utility Room   |        | Bedroom 5                  |         |
| Study/Office   |        | Other Room Use: _____ (8)  |         |
| Entry Room     |        | Other Room2 Use: _____ (8) |         |

**\*School District:** \_\_\_\_\_ (Lookup)

**\*Elem School :** \_\_\_\_\_ (Lookup)

**\*Middle School :** \_\_\_\_\_ (Lookup)

**\*High School :** \_\_\_\_\_ (Lookup)

|            |  |
|------------|--|
| <b>TAX</b> | <p><b>*County:</b> _____ (5)    <b>*Taxed by Multiple Counties:</b> ____ (Y/N)</p> <p><b>*City :</b> _____ (5)    <b>*School:</b> _____ (5)    <b>*Other :</b> _____ (5)    Total: _____ (8)</p> |
|------------|--|

|            |  |
|------------|--|
| <b>HOA</b> | <p>HOA Mandatory: ____ (Y/N) If Y and HOA Name not in lookup, Select 'Other' from lookup and enter HOA Name in Other HOA Name field.</p> <p><b>*Multiple HOA's:</b> ____ (Y/N)    <b>*HO Association Name :</b> _____ (Lookup)    <b>*Assoc Transfer Fee :</b> _____ (3)</p> <p><b>*HOA Fee:</b> _____ (4)    <b>*HO Association Name2:</b> _____ (Lookup)    <b>*Assoc Transfer Fee2:</b> _____ (3)</p> <p>Payment Frequency: _____ (A/M/Q/S)    HO Association Name3: _____ (Lookup)    Assoc Transfer Fee3: _____ (3)</p> |
|------------|--|

# Single Residential Units DATA FORM

Public View Remarks (370 Characters Only) \_\_\_\_\_

REMARKS

Agent Confidential Remarks (150 Characters Only) \_\_\_\_\_

Features: select all that apply

- |  |   |   |   |   |
|--|---|---|---|---|
| <p><b>A. *Home Faces</b></p> <ol style="list-style-type: none"> <li>1. North</li> <li>2. East</li> <li>3. West</li> <li>4. South</li> </ol>  | <p><b>D. *Style</b></p> <ol style="list-style-type: none"> <li>1. One Story</li> <li>2. Two Story</li> <li>3. Three or More</li> <li>4. Split Level</li> <li>5. Contemporary</li> <li>6. Colonial</li> <li>7. Tudor</li> <li>8. Spanish</li> <li>9. Ranch</li> <li>10. Historic/Older</li> <li>11. Traditional</li> <li>12. Mediterranean</li> <li>13. Texas Hill Country</li> <li>14. A-Frame</li> <li>15. Log Cabin</li> <li>16. Victorian</li> <li>17. Other</li> </ol>  | <p><b>F. Lot Description</b></p> <ol style="list-style-type: none"> <li>1. Corner</li> <li>2. Cul-de-sac/Dead End</li> <li>3. On Golf Course</li> <li>4. On Waterfront</li> <li>5. On Greenbelt</li> <li>6. Bluff View</li> <li>7. City View</li> <li>8. County View</li> <li>9. Water View</li> <li>10. Horses Allowed</li> <li>11. Irregular</li> <li>12. ¼ - ½ Acre</li> <li>13. Over ½ – 1 Acre</li> <li>14. Over 1 – 2 Acres</li> <li>15. Over 2 – 5 Acres</li> <li>16. Over 5 – 14 Acres</li> <li>17. 15 Acres Plus</li> <li>18. Zero Lot Line</li> </ol> | <p><b>J. *Inclusions</b></p> <ol style="list-style-type: none"> <li>1. Ceiling Fans</li> <li>2. Chandelier</li> <li>3. Central Vacuum</li> <li>4. Washer Connections</li> <li>5. Dryer Connections</li> <li>6. Washer</li> <li>7. Dryer</li> <li>8. Stacked Washer/Dryer</li> <li>9. Cook Top</li> <li>10. Built-in Oven</li> <li>11. Self-Cleaning Oven</li> <li>12. Microwave Oven</li> <li>13. Stove/Range</li> <li>14. Gas Cooking</li> <li>15. Gas Grill</li> <li>16. Refrigerator</li> <li>17. Disposal</li> <li>18. Dishwasher</li> <li>19. Trash Compactor</li> <li>20. Ice Maker Connection</li> <li>21. Water Softener (owned)</li> <li>22. Water Softener (leased)</li> <li>23. Wet Bar</li> <li>24. Vent Fan</li> <li>25. Intercom</li> <li>26. Smoke Alarm</li> <li>27. Security Sys (owned)</li> <li>28. Security Sys (leased)</li> <li>29. Pre-wired for Security</li> <li>30. Attic Fan</li> <li>31. Electric Water Heater</li> <li>32. Gas Water Heater</li> <li>33. Wood Stove</li> <li>34. Satellite Dish (owned)</li> <li>35. Garage Door Opener</li> <li>36. Whole House Fan</li> <li>37. In Wall Pest Control</li> <li>38. Plumb for Water Softener</li> <li>39. Smooth Cooktop</li> <li>40. Down Draft</li> <li>41. Not Applicable/None</li> </ol> | <p><b>L. *Parking</b></p> <ol style="list-style-type: none"> <li>1. One Car Carport</li> <li>2. Two Car Carport</li> <li>3. Three + Carport</li> <li>4. Detached</li> <li>5. Rear Entry</li> <li>6. Side Entry</li> <li>7. Circular Drive</li> <li>8. Pad only (off street)</li> <li>9. Street Parking Only</li> <li>10. Converted Garage</li> <li>11. RV/Boat Parking</li> <li>12. Bus/RV Garage</li> <li>13. Oversized</li> <li>14. Golf Cart</li> <li>15. Attached</li> <li>16. Unpaved Drive</li> <li>17. None</li> </ol> |
| <p><b>B. Master Bath</b></p> <ol style="list-style-type: none"> <li>1. Tub/Shower Separate</li> <li>2. Tub/Shower Combo</li> <li>3. Tub Only</li> <li>4. Shower Only</li> <li>5. His &amp; Her Baths</li> <li>6. Single Vanity</li> <li>7. Separate Vanity</li> <li>8. Double Vanity</li> <li>9. Tub has Whirlpool</li> <li>10. Bidet</li> <li>11. Garden Tub</li> <li>12. None</li> </ol>   | <p><b>E. *Interior</b></p> <ol style="list-style-type: none"> <li>1. One Living Area</li> <li>2. Two Living Areas</li> <li>3. Three Living Areas</li> <li>4. Liv/Din Combo</li> <li>5. Separate Dining Room</li> <li>6. Eat-in Kitchen</li> <li>7. Auxiliary Kitchen</li> <li>8. Two Eating Areas</li> <li>9. Island Kitchen</li> <li>10. Breakfast Bar</li> <li>11. Walk-in Pantry</li> <li>12. Study/Library</li> <li>13. Atrium</li> <li>14. Florida Room</li> <li>15. Game Room</li> <li>16. Media Room</li> <li>17. Shop</li> <li>18. Loft</li> <li>19. Sauna</li> <li>20. Utility Room Inside</li> <li>21. Utility Area in Garage</li> <li>22. All Bedrooms Upstairs</li> <li>23. Secondary Bdrm Down</li> <li>24. 1<sup>st</sup> fl Level/No steps</li> <li>25. Converted Garage</li> <li>26. High Ceilings</li> <li>27. Open Floor Plan</li> <li>28. Mother-in-law Suite</li> <li>29. Maid's Quarters</li> <li>30. Pull Down Storage</li> <li>31. Skylights</li> <li>32. Cable TV Available</li> <li>33. High Speed Internet</li> <li>34. Not Applicable</li> </ol> | <p><b>G. Occupancy</b></p> <ol style="list-style-type: none"> <li>1. Vacant</li> <li>2. Tenant</li> <li>3. Owner</li> <li>4. Other</li> <li>5. Home Tender</li> </ol>   | <p><b>H. *Pool/Spa</b></p> <ol style="list-style-type: none"> <li>1. In Ground Pool</li> <li>2. Above Ground Pool</li> <li>3. Adjoining Pool/Spa</li> <li>4. Hot Tub</li> <li>5. Pool is Heated</li> <li>6. Pool Solar heated</li> <li>7. Fenced Pool</li> <li>8. Enclosed Pool</li> <li>9. Diving Board</li> <li>10. Pools Sweep</li> <li>11. None</li> <li>12. Other</li> </ol>   | <p><b>M. Master Bedroom</b></p> <ol style="list-style-type: none"> <li>1. Split</li> <li>2. Downstairs</li> <li>3. Upstairs</li> <li>4. Outside Access</li> <li>5. Dual Masters</li> <li>6. Sitting Room</li> <li>7. Walk-in Closet</li> <li>8. Multiple Closets</li> <li>9. Ceiling Fan</li> <li>10. Full Bath</li> <li>11. Half Bath</li> <li>12. Other</li> </ol>  |
| <p><b>C. Exterior Features</b></p> <ol style="list-style-type: none"> <li>1. Private Tennis</li> <li>2. Patio Slab</li> <li>3. Covered Patio</li> <li>4. Bar-B-Que Pit/Grill</li> <li>5. Gas Grill</li> <li>6. Deck/Balcony</li> <li>7. Privacy Fence</li> <li>8. Chain Link Fence</li> <li>9. Wrought Iron Fence</li> <li>10. Partial Fence</li> <li>11. Sprinkler System</li> <li>12. Partial Sprinkler Sys</li> <li>13. Storm Windows</li> <li>14. Double Pane Windows</li> <li>15. Solar Screens</li> <li>16. Decorative Bars</li> <li>17. Storage Building/Shed</li> <li>18. Gazebo</li> <li>19. Has Gutters</li> <li>20. Special Yard Lighting</li> <li>21. Mature Trees</li> <li>22. Detached Qtrs</li> <li>23. Additional Dwelling</li> <li>24. Horse Stalls/Barn</li> <li>25. Dog Run Kennel</li> <li>26. Wire Fence</li> <li>27. Stone/Masonry Fence</li> <li>28. Outdoor Kitchen</li> <li>29. None</li> </ol> | <p><b>I. *Possession</b></p> <ol style="list-style-type: none"> <li>1. Before Closing</li> <li>2. Closing/Funding</li> <li>3. Specific Date</li> <li>4. Current lease Agreement</li> <li>5. Tenant will Vacate</li> <li>6. Negotiable</li> </ol>  | <p><b>K. *Neighborhood Amenities</b></p> <ol style="list-style-type: none"> <li>1. Controlled Access</li> <li>2. Waterfront Access</li> <li>3. Pool</li> <li>4. Tennis</li> <li>5. Golf Course</li> <li>6. Clubhouse</li> <li>7. Park/Playground</li> <li>8. Jogging Trails</li> <li>9. Sports Court</li> <li>10. None</li> </ol>   | <p><b>N. *Exterior</b></p> <ol style="list-style-type: none"> <li>1. Asbestos</li> <li>2. Brick</li> <li>3. 3 Sides Masonry</li> <li>4. 4 Sides Masonry</li> <li>5. Stone/Rock</li> <li>6. Wood</li> <li>7. Stucco</li> <li>8. Siding</li> <li>9. Cement Fiber</li> <li>10. Aluminum</li> <li>11. Vinyl</li> <li>12. Other</li> </ol>   |   |

*The information contained herein is deemed reliable but not guaranteed.*

## Single Residential Units DATA FORM

**O. \*Roof**

1. Built-up/Gravel
2. Composition
3. Heavy Composition
4. Metal
5. Wood Shingle/Shake
6. Tile
7. Slate
8. Concrete
9. Clay
10. Other

**P. \*Foundation**

1. Slab
2. Cedar Post
3. Pier & Beam
4. Basement
5. Other

**Q. \*Fireplace**

1. One
2. Two
3. Three+
4. Living Room
5. Dining Room
6. Family Room
7. Master Bedroom
8. Gas Logs Included
9. Mock Fireplace
10. Wood Burning
11. Gas
12. Not Applicable
13. Other

**R. \*Floor**

1. Carpeting
2. Saltillo Tile
3. Ceramic Tile
4. Marble
5. Linoleum
6. Parquet
7. Wood
8. Vinyl
9. Laminate
10. Slate
11. Stained Concrete
12. Other

**S. \*Water/Sewer**

1. Water System
2. Private Well
3. Sewer System
4. Septic
5. Aerobic Septic
6. Water Storage
7. Other

**T. \*Window Coverings**

1. All Remain
2. Some Remain
3. None Remain

**U. Accessibility**

1. Ramped Entrance
2. Level Lot
3. Level Drive
4. Near Bus Line
5. Hallways 42" Wide
6. Low Pile Carpet
7. Int Door Opening 32"+
8. Ext Door Opening 36"+
9. No Stairs
10. 1<sup>st</sup> Floor Bath
11. 1<sup>st</sup> Floor Bedroom
12. Stall Shower
13. No Steps Down
14. Full Bath/Bed on 1<sup>st</sup> Floor
15. Other

**V. Lot Improvements**

1. Street Paved
2. Curbs
3. Street gutters
4. Sidewalks
5. Streetlights
6. Alley
7. Fire Hydrant within 500'

**W. \*Heating Fuel**

1. Electric
2. Natural Gas
3. Propane Owned
4. Solar
5. Propane Leased
6. Other

**X. \*Heating**

1. Central
2. Heat Pump
3. Floor Furnace
4. Jet
5. Panel
6. Window Unit
7. Other
8. None

**Y. \*Air Conditioning**

1. One Central
2. Two Central
3. Three+/Central
4. One Window/Wall
5. Two Window/Wall
6. Three+ Window/Wall
7. Heat Pump
8. Zoned
9. Not Applicable
10. Other

**Z. Miscellaneous**

1. Latent Defect
2. Flood Plain Ins
3. Lender Owned (REO)
4. Corporate Owned
5. Company Relocation
6. Estate Sale/Probate
7. Home Service Plan
8. Bldr. 10-yr Warranty
9. Commercial Potential
10. M.U.D.
11. City Bus
12. Taxes not Assessed
13. Under Construction
14. No City Tax
15. Variable Rate Commission
16. VA Foreclosure
17. HUD Foreclosure
18. Tour
19. Additional Bldr Warranty
20. Historic District
21. Investor Potential
22. None

**ZA. \*Proposed Terms**

1. Conventional
2. FHA
3. VA
4. 1<sup>st</sup> Seller Carry
5. 2<sup>nd</sup> Seller Carry
6. Seller Req/Qualif
7. Lease Option
8. Buydown
9. Wraparound
10. TX Vet
11. Cash
12. Trade
13. 100% Financing
14. VA Substitution
15. Release Req,
16. Investors O.K.
17. Assumption w/ Qualifying
18. Assumptions non Qualifying
19. Other

**Lot Size**

1. \_\_\_\_\_

AGENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



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

OWNERS SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_