

All listings are required to be data entered within 48 hours of the commencement date in the Listing Contract.
All MANDATORY fields must be completed or a fine will be levied.

RES SINGLE FAMILY
RESIDENTIAL FORM



LISTING #

ASSIGNED BY ON-LINE

PAGE 1 OF 3

PROPERTY INPUT STATEMENT

MANDATORY

Rev. 10/2014

COUNTY (✓One)

- | | | | |
|---------------------------------------------------|----------------------------------------|----------------------------------------------|---------------------------------------------------|
| NAL <input type="checkbox"/> North Allegheny | BUT <input type="checkbox"/> Butler | CLA <input type="checkbox"/> Clarion/Venango | SOM <input type="checkbox"/> Somerset |
| NWA <input type="checkbox"/> North West Allegheny | LAW <input type="checkbox"/> Lawrence | WML <input type="checkbox"/> Westmoreland | GRE <input type="checkbox"/> Greene |
| WAL <input type="checkbox"/> West Allegheny | MER <input type="checkbox"/> Mercer | IND <input type="checkbox"/> Indiana | CRA <input type="checkbox"/> Crawford |
| SAL <input type="checkbox"/> South Allegheny | BEA <input type="checkbox"/> Beaver | FAY <input type="checkbox"/> Fayette | ERI <input type="checkbox"/> Erie |
| EAL <input type="checkbox"/> East Allegheny | ARM <input type="checkbox"/> Armstrong | WSH <input type="checkbox"/> Washington | JEF <input type="checkbox"/> Jefferson/Clearfield |

- NTH North Other
 STH South Other
 ETH East Other

AGENT ID # MANDATORY

PRICE (Use commas, no cents)
\$ _____

TYPE PROPERTY (✓One)

- | | |
|--------------------------------------------------------|------------------------------------------------|
| RES <input type="checkbox"/> Residence - Single Family | MFG <input type="checkbox"/> Manufactured Home |
| TWN <input type="checkbox"/> Townhouse | MOB <input type="checkbox"/> Mobile Home |
| CONDO <input type="checkbox"/> Condominium | MOD <input type="checkbox"/> Modular Home |
| COOP <input type="checkbox"/> Cooperative | OTH <input type="checkbox"/> Other |

ADDRESS # AD DIRECTION STREET NAME (Do not abbreviate.) AREA UNIT # (For Twn. Condo-Coop)

(N-S-E-W)

Subdivision/Plan name (Enter name of Subdivision or Plan Name)

DIRECTIONS (Enter directions for locating property. Use L for left, R for right. Use commas and spaces where applicable.)

- 1 DIR _____
 2 DIR _____
 3 DIR _____
 4 DIR _____

BEDROOMS TOTAL (Enter #) _____		FLOORS (✓Up to 3) TL <input type="checkbox"/> Tile CT <input type="checkbox"/> Ceramic Tile HW <input type="checkbox"/> Hard Wood WW <input type="checkbox"/> Wall To Wall MA <input type="checkbox"/> Masonite VY <input type="checkbox"/> Vinyl AR <input type="checkbox"/> Area Rug OT <input type="checkbox"/> Other		CONSTRUCTION (✓One) BRK <input type="checkbox"/> Brick FRM <input type="checkbox"/> Frame STN <input type="checkbox"/> Stone AL <input type="checkbox"/> Aluminum STL <input type="checkbox"/> Steel ASB <input type="checkbox"/> Asbestos SHN <input type="checkbox"/> Shingle CON <input type="checkbox"/> Concrete STU <input type="checkbox"/> Stucco CED <input type="checkbox"/> Cedar RED <input type="checkbox"/> Redwood VIN <input type="checkbox"/> Vinyl OTH <input type="checkbox"/> Other		ROOF (✓One) ASPHALT <input type="checkbox"/> Asphalt COMP <input type="checkbox"/> Composition TILE <input type="checkbox"/> Tile SLATE <input type="checkbox"/> Slate ASBESTOS <input type="checkbox"/> Asbestos SHAKE <input type="checkbox"/> Shake BUILT UP <input type="checkbox"/> Built up OTHER <input type="checkbox"/> Other	
FULL BATHS _____ (Enter # of baths) LOCATION U _____ M _____ L _____ B _____		YEARS OLD (Enter #s only) Use "0" new = 0 Only if "new" older = 999 (unknown)		HOME WARRANTY <input type="checkbox"/> YES <input type="checkbox"/> NO			
BATHS PARTIAL _____ (Enter # of baths) LOCATION U _____ M _____ L _____ B _____		STYLE (✓One) MANDATORY RANCH <input type="checkbox"/> Ranch or 1 Level SPLIT <input type="checkbox"/> Split Entry 2 ST <input type="checkbox"/> 2 Story or 2 level OVER 2 <input type="checkbox"/> 3 or More Stories MULTI <input type="checkbox"/> Multi Level R RNCH <input type="checkbox"/> Raised Ranch A FRM <input type="checkbox"/> A-Frame 1.5 <input type="checkbox"/> 1-1/2 Story GARDEN <input type="checkbox"/> Garden Apartmnt H RISE <input type="checkbox"/> High Rise M RISE <input type="checkbox"/> Mid Rise COACH <input type="checkbox"/> Coach PATIO <input type="checkbox"/> Patio CLUS <input type="checkbox"/> Cluster TWN <input type="checkbox"/> Townhouse OTHER <input type="checkbox"/> Other		CONSTRUCT TYPE N <input type="checkbox"/> NEW E <input type="checkbox"/> EXISTING (Never occupied) MANDATORY		AGENT TOUR DATE _____ (i.e. DD-MM-YYYY)	
LR LEVEL _____ LR SIZE _____ x _____ DR LEVEL _____ DR SIZE _____ x _____ KIT LEVEL _____ KIT SIZE _____ x _____ FAM LEVEL _____ FAM SIZE _____ x _____ DEN LEVEL _____ DEN SIZE _____ x _____ GAM LEVEL _____ GAM SIZE _____ x _____ ENT LEVEL _____ ENT SIZE _____ x _____ M BR LEVEL _____ M BR SIZE _____ x _____	2 BR LEVEL _____ 2 BR SIZE _____ x _____ 3 BR LEVEL _____ 3 BR SIZE _____ x _____ 4 BR LEVEL _____ 4 BR SIZE _____ x _____ 5 BR LEVEL _____ 5 BR SIZE _____ x _____ LAUN LEVEL _____ LAUN SIZE _____ x _____ ADRM LEVEL _____ ADRM SIZE _____ x _____	BASEMENT (✓One) <input type="checkbox"/> Yes <input type="checkbox"/> No BSMT DESCRIPTION (Enter description and/or size) _____ BASEMENT ACCESS WO _____ Walk Out WU _____ Walk Up IN _____ Interior Only		AGENT TOUR INFO _____ TOUR URL _____			
ARCHITECTURE (✓One) CCD <input type="checkbox"/> Cape Cod LOG <input type="checkbox"/> Log TUD <input type="checkbox"/> Tudor PRO <input type="checkbox"/> Provincial SPA <input type="checkbox"/> Spanish COL <input type="checkbox"/> Colonial DUT <input type="checkbox"/> Dutch FRM <input type="checkbox"/> Farmhouse SLT <input type="checkbox"/> Saltbox VIC <input type="checkbox"/> Victorian COT <input type="checkbox"/> Cottage CHA <input type="checkbox"/> Chalet CON <input type="checkbox"/> Contemporary ROW <input type="checkbox"/> Row BNG <input type="checkbox"/> Bungalow OTH <input type="checkbox"/> Other		FIREPLACE (# of) (Enter # of functional fireplaces only) _____ FP DESCRIPTION (Enter location and/or description) _____		HEAT TYPE (✓One from each column) GAS <input type="checkbox"/> Gas FA <input type="checkbox"/> Forced Air ELE <input type="checkbox"/> Electric HW <input type="checkbox"/> Hot Water OIL <input type="checkbox"/> Oil BB <input type="checkbox"/> Basebrd SOL <input type="checkbox"/> Solar HP <input type="checkbox"/> Heat Pmp PRO <input type="checkbox"/> Propane ST <input type="checkbox"/> Steam COA <input type="checkbox"/> Coal SP <input type="checkbox"/> Space Htr WD <input type="checkbox"/> Wood GR <input type="checkbox"/> Gravity OTH <input type="checkbox"/> Other RA <input type="checkbox"/> Radiant ZN <input type="checkbox"/> Zone			
Owner(s) Initials: _____		PARKING SPACES (Enter # of garage or street spaces) _____ PARKING DESCRIPTION (✓One) ASNGD <input type="checkbox"/> Assigned Space INT/GRG <input type="checkbox"/> Integral Garage ATT/GRG <input type="checkbox"/> Attached Garage DET/GRG <input type="checkbox"/> Detached Garage CARPORT <input type="checkbox"/> Covered Parking COM/AR <input type="checkbox"/> Gen/Comm Area ON/ST <input type="checkbox"/> On-street Parking OFF/ST <input type="checkbox"/> Off-street Parking FEE <input type="checkbox"/> Fee for Parking OTH <input type="checkbox"/> Other Parking Available		AVG BILL (MO) (Round to highest dollar) \$ _____ COOLING (No more than two. If none, leave blank) GAS <input type="checkbox"/> Gas ELE <input type="checkbox"/> Electric CEN <input type="checkbox"/> Central WND <input type="checkbox"/> Window AC WALL <input type="checkbox"/> Wall Unit ATTIC <input type="checkbox"/> Attic Fan OTH <input type="checkbox"/> Other			
MANDATORY		WATER (✓One) SEWER (✓One) PUB <input type="checkbox"/> Public PUB <input type="checkbox"/> Public WELL <input type="checkbox"/> Well SEP <input type="checkbox"/> Septic SPG <input type="checkbox"/> Spring SAN <input type="checkbox"/> Sand Mound CIS <input type="checkbox"/> Cistern AVL <input type="checkbox"/> Available AVL <input type="checkbox"/> Available OTH <input type="checkbox"/> Other					

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MANDATORY Rev. 10/2014

INSULATION

Yes No Unknown

TYPE INSULATION (Enter Type of Insulation) _____

POOL (✓One)
 YES NO

ZIP CODE
_____ **MANDATORY**

SCHOOL DISTRICT CODE
_____ **MANDATORY**

SCHOOL TRANS. (✓One)
 Yes No

PUBLIC TRANS. (✓One)
 Yes No

SHOW (✓One) **MANDATORY**

- APT OCC** Apt w/Occupant
- APT LIS** Apt w/Listor
- CALL/LB** Call First/Lock Box
- VAC/LB** Vacant/Lock Box
- APT/LB** Apt w/Contact-Required
- KEY/LIST** Key at Listor
- CALL TEN** Call Tenant
- OTHER** Any Arrangement not included above

There are fines levied for not following the specific instructions regarding SHOW. Please refer to WPML Rules or call the agent if further clarification is needed.

LOCKBOX SERIAL# _____

ASSESSMENT/MARKET VALUE
\$ _____ **MANDATORY**

The system will prompt you for the correct information relative to the area placement of the listing.

Tenant Occupied=The property is currently leased and a tenant is occupying the property.

Tenant Occupied? Yes No **MANDATORY**

Foreclosure: Yes No Unknown Additional details may appear in Agent Remarks for both fields.

TAXES (No commas, no cents) **MANDATORY** \$ _____ **Maintenance Fee** (No commas, cents, or decimals) \$ _____
Enter monthly fee for: Condo, Townhouse, Cluster Housing, etc.

LOT SIZE/DESCRIPTION Lot dimensions are required for any parcel under 5 acres - square footage is not an acceptable answer. If a lot size is not available, a copy of the Deed is required to be submitted to West Penn Multi-List, Inc.

Square footage is not acceptable. MANDATORY

MAP#/BLOCK#/LOT#/INFO: Enter locator information that applies to the listing area. **MANDATORY**

INCLUSIONS
(✓Up to 15)

- | | | | | |
|--------------------------------------------------------|-----------------------------------------------------|--------------------------------------------------------------------|-----------------------------------------------------|---------------------------------------------|
| AD <input type="checkbox"/> Auto Door on Garage | ES <input type="checkbox"/> Electric Stove | JT <input type="checkbox"/> Jet Spray Tub | PA <input type="checkbox"/> Pantry | EL <input type="checkbox"/> Elevator |
| CO <input type="checkbox"/> Convection Oven | GC <input type="checkbox"/> Gas Cook Top | KI <input type="checkbox"/> Kitchen Island | RF <input type="checkbox"/> Refrigerator | WB <input type="checkbox"/> Wet Bar |
| DS <input type="checkbox"/> Disposal | GS <input type="checkbox"/> Gas Stove | SC <input type="checkbox"/> Screens | CV <input type="checkbox"/> Central VAC | |
| DW <input type="checkbox"/> Dishwasher | HT <input type="checkbox"/> Hot Tub | MO <input type="checkbox"/> Microwave Oven | SEC <input type="checkbox"/> Security System | |
| EC <input type="checkbox"/> Electric Cook Top | IC <input type="checkbox"/> Intercom System | MP <input type="checkbox"/> Multipane Windows | SW <input type="checkbox"/> Storm Windows | |
| TC <input type="checkbox"/> Trash Compactor | WT <input type="checkbox"/> Window Treatment | MC <input type="checkbox"/> Microwave/Convection Oven Combo | | |

PUBLIC OPEN HOUSE DATE

PUBLIC OPEN HOUSE TIME

PUBLIC OPEN HOUSE INFO

(i.e. DD-MM-YYYY)

Buyer Agency Commission **MANDATORY**
Enter decimal or dollar amount to be paid. A zero (0) is acceptable.

Inhouse Commission Difference YES NO **MANDATORY**
This field MUST be utilized if a different fee would be paid for an in-house sale.

REMARKS: This area is provided for pertinent information relative to the listing, such as inclusions, exclusions and specific amenities that are enhancements to the property description. The uniform abbreviations listed below should be utilized, as shown, for ease in searching for the specific amenities that are desired. For all other marketing features you are required to use AGENT REMARKS. Kindly include Deed Book Volume and Page #.

- 1 REM _____
- 2 REM _____
- 3 REM _____
- 4 REM _____
- 5 REM _____
- 6 REM _____
- 7 REM _____

- | | | |
|--------------------------------------|------------------------------------|-----------------------------------|
| AA = All Amenities | RF = Recreation Facilities | OP = Out of Ground Pool |
| GA = Gas | SA = Some Amenities | WP = Water Purifier |
| PR = Party Room | TR = Trash Removal Included | WC = Wine Cellar |
| SPF = Special Financing | W/D = Washer/Dyer Included | ST = Soaking Tub |
| WS = Water Softener | HOA = Home Owner Assoc. | RC = Restrictive Covenants |
| SCF = Some Ceiling Fans | IDP = Indoor Parking Avail. | EV = Elevator |
| CB = Cable Service Inc. | EL = Electric | |
| SCS = Some Custodial Services | IP = In-ground Pool | |

Owner(s) Initial(s)
_____ MANDATORY _____ MANDATORY

The listing agent should verify how the above items apply to this specific property. This should be done in REMARKS or AGENT REMARKS.

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AGENT REMARKS: This area may carry information not specifically relative to the property such as, but not limited to, financing, special offers, HUD information, foreclosure information, short sale information, etc. It may not carry any information relative to combination lock entry information.

- 1 REM _____
- 2 REM _____
- 3 REM _____
- 4 REM _____
- 5 REM _____
- 6 REM _____
- 7 REM _____

SAC = Sub Agency Compensation

TLC = Transaction Licensee Compensation

SAC _____ MANDATORY
Enter decimal or dollar amount to be paid. A zero (0) is acceptable.

TLC _____ MANDATORY
Enter decimal or dollar amount to be paid. A zero (0) is acceptable.

OWNER _____ MANDATORY
CONTACT _____ CONTACT PH _____
AGENT _____ AGENT PH _____ AGENT CELL _____
OFFICE _____ OFFICE PH _____ OFFICE ID# _____

Seller acknowledges that they alone are responsible for the accuracy of the information contained in this form and that the information is accurate and complete to the best of the Seller's knowledge. Seller further acknowledges that the West Penn Multi-List, Inc. did not participate in the completion of this form and agrees to hold the West Penn Multi-List, Inc. harmless as a result of any information Seller provides.

SIGNATURE OF OWNER _____ DATE _____
MANDATORY

SIGNATURE OF OWNER _____ DATE _____
MANDATORY

List Date: Must agree with Commencement Date on Listing Contract