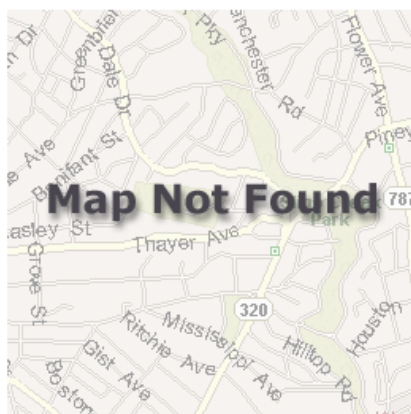


HGMLS - CO OP - Input Form – Required Fields in **Yellow**.

Agent Tab

| Listing Agent Information | | | | | |
|---|---|---|---|--|---|
| Find an Agent Listing Agent ID ? <input type="text"/> Refresh | Name: Email: Direct Phone: | Office Name: Office ID: Office Phone: | | | |
| Co-Listing Agent Information | | | | | |
| Find a Co-Listing Agent Co-Listing Agent ID ? <input type="text"/> Refresh | Name: Email: Direct Phone: | Office Name: Office ID: Office Phone: | | | |
| Showing and Compensation Information | | | | | |
| Access <input type="checkbox"/> Broker <input type="checkbox"/> Combo Lockbox <input type="checkbox"/> Courtesy Key Avail <input type="checkbox"/> Key At Listing Broker <input type="checkbox"/> Occupant <input type="checkbox"/> Senti Lock Box <input type="checkbox"/> Supra Lock Box <input type="checkbox"/> Use the Showing Assist icon for appointments | | Appointment Phone ? <input type="text"/> Appointment Phone 2 ? <input type="text"/> Showing Instructions ? <input type="text"/> | | | |
| Seller/Sub Agent Comp ? <input type="text"/> | Buyer Agent Comp ? <input type="text"/> | Broker Agent Comp ? <input type="text"/> | Negotiate Through ? <input type="text"/> | Agreement Type ? <input type="text"/> | Office Ext for Agent ? <input type="text"/> |
| Internet Information | | | | | |
| Publish to Internet ? <input type="text"/> | Show Address ? <input type="text"/> | Publish to Realtor.com ? <input type="text"/> | Publish to LoHud.com ? <input type="text"/> | Show AVM on VOW ? <input type="text"/> | Show Comments VOW ? <input type="text"/> |

General Tab

| | | | | | |
|--|--|--|--|--|--|
|  <p>Latitude ? <input type="text"/> Longitude ? <input type="text"/></p> <p>Update Map</p> <p>Get Lat/Long from address Set Lat/Long</p> <p>Choose Google Street View</p> | County ? <input type="text"/> | Tax ID ? <input type="text"/> | | | |
| | City/Town ? <input type="text"/> | Owner Name ? <input type="text"/> | | | |
| | Village ? <input type="text"/> | Post Office ? <input type="text"/> | Hamlet ? <input type="text"/> | | |
| | Street # ? <input type="text"/> | Street Dir ? <input type="text"/> | Street Name ? <input type="text"/> | Street Suffix ? <input type="text"/> | |
| | Street # Mod ? <input type="text"/> | Unit # ? <input type="text"/> | Zip Code ? <input type="text"/> | Zip Code+4 ? <input type="text"/> | State ? <input type="text"/> |
| | Floor Number ? <input type="text"/> | | | | |
| | To set the latitude and longitude, click "Set Lat/Long". On the map click where the property is located, adjust the blue pin, then click Done. | | | | |

| Listing Information | | | | |
|--|--|---|---|---|
| List Price ? <input type="text"/> | REO/Bank Owned ? <input type="text"/> | List Date ? <input type="text"/> | Expiration Date ? <input type="text"/> | |
| Property Info | | | | |
| Property Subtype ? <input type="text"/> | Year Built ? <input type="text"/> | Year Built Description ? <input type="text"/> | Year Conversion ? <input type="text"/> | |
| Levels in Complex ? <input type="text"/> | Enter the Name of the Complex or Lake or Pond ? <input type="text"/> | Model ? <input type="text"/> | Lot Size ? <input type="text"/> | SQFT/Acres ? <input type="text"/> |
| Street Type ? <input type="text"/> | Water Access ? <input type="text"/> | Adult 55 Community ? <input type="text"/> | Lease Available ? <input type="text"/> | |
| HERS Index Score ? <input type="text"/> | Num Cars Garage/Park ? <input type="text"/> | Parking Fee ? <input type="text"/> | Number of Assigned Parking Space ? <input type="text"/> | |

General Tab Continued

Pets

Location Description

- First Floor
- Second Floor
- Between 3rd And 5th Floors
- 6th Floor Or Higher
- Basement
- Center
- End
- Front
- Ground Floor
- Rear
- Top Floor
- See Remarks

Style

- Garden Apartment
- High Rise
- Mid Rise
- Other/See Remarks
- Town House

Renting Allowed

Utilities Included

- Air Conditioning
- Cable
- Electric
- Gas
- Heat
- Hot Water
- Sewer
- Water

Construction

- Advanced Framing Technique
- Batt Insulation
- Block
- Blown-In Insulation
- Brick
- Cellulose Insulation
- Energy Star
- Fiberglass Insulation
- Frame
- Insulated Concrete Forms
- LEED-Gold
- LEED-Platinum
- LEED-Silver
- Log
- Modular
- NAHB Green-Bronze
- NAHB Green-Gold
- NAHB Green-Silver
- Other/See Remarks
- Other/See Remarks
- Post and Beam
- Recycled/Renewable materials/Resources used
- Stone
- Structurally Insulated Panels

Siding Description

- Aluminum
- Asbestos
- Block
- Brick
- Cedar
- Cedar Shake
- Clap Board
- Concrete Fiber Board
- Hardiplank
- Log
- Masonry
- Other/See Remarks
- Shingle
- Stone
- Stucco
- T111
- Vinyl
- Wood

Approval Required

Management

Management Phone

School Info

School District

Jr. High

High School

Elementary School

Please select an Elementary school by clicking on an entry in the list of available elementary schools, even when only one option is available in the list.

Multiple schools can be selected by holding the Ctrl key.

Financial Information

Monthly Estimated Maintenance

Minimum Pct Down Payment

Minimum Income Req

Minimum Income Amount

Shares Number of

Estimated % MM Deduct

Flip Tax

Additional Fee

Addition Fee Desc

Addition Fee Amount

Addition Fee Freq

Flip Tax Amount

Modifications/Exclusions

- M1 Buyer Exclusions
- M2 Agent Exclusions
- M3 IAW Compensation If and When
- M4 Commission Modification
- M6 Disclosure of Ownership Interest
- M7 Insufficiency of Funds
- M7A Litigation Policy
- M7B Litigation Policy
- M8 Short Sale Notification
- M9 Owner's Right to Modify Compensation
- None

Room Tab

Building Information

Estimated SqFt

SqFt Source

Baths Full

Baths Half

Beds

Total Rooms Finished

Attic

- Common
- Dormer
- Finished
- Full
- None
- Partial
- Partially Finished
- Pull Stairs
- Scuttle
- See Remarks
- Unfinished
- Walkup

Basement

- Common
- Crawl
- Finished
- Full
- None
- Partial
- Partially Finished
- See Remarks
- Slab
- Unfinished
- Walk Out

Features continued

- Lake Association
- Lake/Pond/Stream
- Laundry Room/Common
- Legal Accessory Apartment
- Marble Countertops
- Master Bath
- Out Building
- Pantry
- Patio
- Porch
- Powder Room
- Privacy
- Private Laundry
- Riding Ring
- River
- Sauna/Steam Room
- Security System
- Sky Light
- Sprinkler Fire Sys
- Sprinkler Lawn Sys
- Stable/Paddock
- Storage
- Tennis
- Tot Lot
- Trash Collection
- Triple Thermo Windows
- View
- Walk In Closet
- Walk Out Basement
- Wall To Wall Carpet
- Water Access
- Water View
- Waterfront
- Wetbar
- Wood Burning Stove
- Workshop
- Low Flow fixtures
- Mailbox
- Microwave
- Nanny Cam/Comp Serv
- Oven/Range
- Pellet Stove
- Playset
- Pool Equipt/Cover
- Refrigerator
- Screens
- Second Refrigerator
- Second Dishwasher
- Second Dryer
- Second Freezer
- Second Stove
- Second Washer
- See Remarks
- Shades/Blinds
- Shed
- Speakers Indoor
- Speakers Outdoor
- Stained Glass Window
- Storm Windows
- TV Dish
- Video Cameras
- Wall Oven
- Wall to Wall Carpet
- Washer
- Water Conditioner Owned
- Water Conditioner Rented
- Whirlpool Tub
- Whole House Ent. Syst
- Wine Cooler
- Woodburning Stove
- Playset
- Pool Above Ground
- Pool Equipt/Cover
- Refrigerator
- Screens
- Second Dishwasher
- Second Dryer
- Second Freezer
- Second Refrigerator
- Second Stove
- Second Washer
- See Remarks
- Selected Light Fixtures
- Selected Plantings
- Selected Window Treatment
- Shades/Blinds
- Shed
- Speakers Indoor
- Speakers Outdoor
- Stained Glass Window
- Storm Windows
- TV Dish
- Video Cameras
- Wall To Wall Carpet
- Washer
- Water Conditioner
- Water Softner
- Whole House Ent. Syst
- Wine Cooler
- Wood Stove

Utilities Tab

| Utilities | | | |
|---|---|--|--|
| <p>Heat</p> <ul style="list-style-type: none"> <input type="checkbox"/> Base Board <input type="checkbox"/> Energy Star Unit(s) <input type="checkbox"/> Forced Air <input type="checkbox"/> Geothermal <input type="checkbox"/> Gravity Hot Air <input type="checkbox"/> Heat Pump Air <input type="checkbox"/> Heat Recovery System <input type="checkbox"/> Hot Water <input type="checkbox"/> Hydro Air <input type="checkbox"/> None <input type="checkbox"/> Passive Solar <input type="checkbox"/> Radiant <input type="checkbox"/> Radiator <input type="checkbox"/> See Remarks <input type="checkbox"/> Solar Thermal <input type="checkbox"/> Steam | <p>Fuel</p> <ul style="list-style-type: none"> <input type="checkbox"/> Coal <input type="checkbox"/> Electric <input type="checkbox"/> Kerosene <input type="checkbox"/> Natural Gas <input type="checkbox"/> Oil Above Ground <input type="checkbox"/> Oil Below Ground <input type="checkbox"/> Other/See Remarks <input type="checkbox"/> Propane <input type="checkbox"/> Solar <input type="checkbox"/> Wood | <p>Air Conditioning</p> <ul style="list-style-type: none"> <input type="checkbox"/> Air Purification System <input type="checkbox"/> Central <input type="checkbox"/> Ductless <input type="checkbox"/> Energy Star Unit(s) <input type="checkbox"/> Geothermal <input type="checkbox"/> None <input type="checkbox"/> SEER Rating 12+ <input type="checkbox"/> Wall Units <input type="checkbox"/> Window Units | <p>Hot Water</p> <ul style="list-style-type: none"> <input type="checkbox"/> Electric Stand Alone <input type="checkbox"/> Fuel Oil Stand Alone <input type="checkbox"/> Gas Stand Alone <input type="checkbox"/> Indirect Tank <input type="checkbox"/> None <input type="checkbox"/> On Demand <input type="checkbox"/> Solar Thermal <input type="checkbox"/> Tank Less Coil |
| <p>Sewer</p> <ul style="list-style-type: none"> <input type="checkbox"/> Cesspool <input type="checkbox"/> Community <input type="checkbox"/> Municipal <input type="checkbox"/> None <input type="checkbox"/> Others/See Remarks <input type="checkbox"/> Septic <input type="checkbox"/> Septic Above Ground <input type="checkbox"/> Sewer | <p>Water</p> <ul style="list-style-type: none"> <input type="checkbox"/> Community <input type="checkbox"/> Drilled Well <input type="checkbox"/> Dug Well <input type="checkbox"/> Municipal <input type="checkbox"/> None <input type="checkbox"/> Other/See Remarks <input type="checkbox"/> Shared <input type="checkbox"/> Spring | <p>Garbage</p> <ul style="list-style-type: none"> <input type="checkbox"/> Other/See Remarks <input type="checkbox"/> Private <input type="checkbox"/> Public | <p>Heating Zones</p> <input style="width: 100%; height: 20px;" type="text"/> <p>Electric Company</p> <input style="width: 100%; height: 20px;" type="text"/> |

Remarks Tab

Remarks

Agent Only Remarks



Characters Remaining: 1000

[Check Spelling](#)

Marketing/Public Remarks - may NOT contain agent or office information or website links.



Characters Remaining: 1000

[Check Spelling](#)

Directions



Characters Remaining: 250

[Check Spelling](#)

Virtual Tour Link: Must be Unbranded. Agent or office branding is not permitted.

