

Listing Office _____
Listing Agent _____
Co-Listing Office _____
Co-Listing Agent _____

Pueblo Association of REALTORS®
NAVICA® MLS RESIDENTIAL FORM

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Legend

✓ = Single Select ✓✓ = Multi Select CM = Based on PType
☐ = REQUIRED ☐ = Not Required CM = Based on Field

MLS # _____

Property Type (choose one) ✓

☐ Single Family [S] ☐ Condo [C] ☐ Townhouse [T]

List Price (8)

REQUIRED

Original List Price (8)

REQUIRED

List Date (mm/dd/yyyy)

REQUIRED

Expire Date (mm/dd/yyyy)

REQUIRED

How Built ✓

REQUIRED

Style ✓

REQUIRED

Factory Built Type ✓

Lot Fee \$ (6) CM

Street # (8)

REQUIRED

Direction ✓

Address ✓

REQUIRED

Unit # (10)

City ✓

REQUIRED

State ✓

REQUIRED

Zip Code (10)

REQUIRED

School District (50)

REQUIRED

Area ✓

REQUIRED

Sub Area ✓

REQUIRED

County ✓

REQUIRED

Water Rights ☐ Yes

☐ No

REQUIRED

Irregular Lot Size

☐ Yes
☐ No

REQUIRED

Lot Dimensions (30)

REQUIRED

Lot SqFt (10)

Total Acres (6)

REQUIRED

Parcel Number (20)

REQUIRED

Zoning ✓

REQUIRED

Taxes (7)

REQUIRED

Prior Tax Year (4)

REQUIRED

HOA

☐ Yes
☐ No

REQUIRED

HOA Dues ✓

CM

HOA Dues Amount (5)

CM

HOA Contact Person (30)

CM

HOA Contact Number (14)

CM

New Construction

☐ Yes
☐ No

REQUIRED

Est Completion Date (mm/dd/yyyy)

Construction Status ✓

Fireplaces (1)

REQUIRED

Apx Year Built (4)

REQUIRED

Bedrooms (2)

REQUIRED

Bedrooms-U (1)

REQUIRED

Bedrooms-M (1)

REQUIRED

Bedrooms-L (1)

REQUIRED

Bedrooms-B (1)

REQUIRED

Bath (2)

REQUIRED

SqFt Source ✓

REQUIRED

Apx Upper SqFt (6)

REQUIRED

Finished Upper SqFt (6)

REQUIRED

Apx Main SqFt (6)

REQUIRED

Finished Main SqFt (6)

REQUIRED

Apx Lower SqFt (6)

REQUIRED

Finished Lower SqFt (6)

REQUIRED

Apx Bsmt SqFt (6)

REQUIRED

Finished Bsmt SqFt (6)

REQUIRED

Above Grade SqFt (6)

REQUIRED

Total Below Finished SqFt (6)

REQUIRED

Total Below Grade SqFt (6)

REQUIRED

Apx Total Gross SqFt (6)

REQUIRED

Apx Total SqFt Finished (6)

REQUIRED

Price Per/SqFt Finished (8)

Garage

☐ Yes
☐ No

REQUIRED

Attached Garage

☐ Yes
☐ No

Garage Door Size (W x H) (13)

Garage Spaces (3)

Garage Size (D x W x H) (60)

Property Disclosure Avail

☐ Yes
☐ No

REQUIRED

Provide Property Disc

☐ Yes
☐ No

REQUIRED

Water Heater ✓

Electric Company ✓

Sewer Type ✓

REQUIRED

Water Company ✓

REQUIRED

Gas Company ✓

REQUIRED

Current Internet Provider (20)

Energy Rated

☐ Yes
☐ No

Energy Rating ✓

Warranty Program ✓

Variable Commission

☐ Yes
☐ No

REQUIRED

Commission on Seller Concessions

☐ Yes
☐ No

REQUIRED

Possession ✓

Earnest Money Required (7)

REQUIRED

Earnest Money To (20)

REQUIRED

Deed Provided ✓

REQUIRED

Commission Type

☐ \$
☐ %

REQUIRED

Co-Op % or \$ (5)

REQUIRED

Appointment Contact # (12)

REQUIRED

Display on Internet

☐ Yes
☐ No

REQUIRED

Display Address

☐ Yes
☐ No

REQUIRED

Allow AVM

☐ Yes
☐ No

REQUIRED

Allow Comments

☐ Yes
☐ No

REQUIRED

Photo ✓

REQUIRED

Formal Dining Room ✓

Laundry Location ✓

REQUIRED

	Level ▾	Apx Size (13)	Conforming	Attached Bath Type ▾	Flooring ▾		U	M	L	B
Master Bdrm	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>	<input type="text"/>	5 Piece	<div>REQ</div>	<div>REQ</div>	<div>REQ</div>	<div>REQ</div>
Bedroom 2	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>	<input type="text"/>	Full Bath	<div>REQ</div>	<div>REQ</div>	<div>REQ</div>	<div>REQ</div>
Bedroom 3	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>	<input type="text"/>	3/4 Bath	<div>REQ</div>	<div>REQ</div>	<div>REQ</div>	<div>REQ</div>
Bedroom 4	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>	<input type="text"/>	1/2 Bath	<div>REQ</div>	<div>REQ</div>	<div>REQ</div>	<div>REQ</div>
Bedroom 5	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>	<input type="text"/>	1/4 Bath	<div>REQ</div>	<div>REQ</div>	<div>REQ</div>	<div>REQ</div>
Kitchen	<input type="text"/>	<input type="text"/>			<input type="text"/>					
Dining Room	<input type="text"/>	<input type="text"/>			<input type="text"/>					
Laundry	<input type="text"/>	<input type="text"/>			<input type="text"/>					
Living Room	<input type="text"/>	<input type="text"/>			<input type="text"/>					
Family Room	<input type="text"/>	<input type="text"/>			<input type="text"/>					
Other Room	<input type="text"/>	<input type="text"/>			<input type="text"/>					
Other Room	<input type="text"/>	<input type="text"/>			<input type="text"/>					
Other Room	<input type="text"/>	<input type="text"/>			<input type="text"/>					

Legal Description (200)

REQUIRED

Public Remarks (1500)

Directions (400)

REQUIRED

Exclusions (1000)

MLS/Agent Only Remarks (1000)

Features

CONSTRUCTION ✓ ✓ [CF_B]

REQUIRED

- | | |
|--------------------------------------|---|
| <input type="checkbox"/> Frame | <input type="checkbox"/> Block |
| <input type="checkbox"/> Wood Siding | <input type="checkbox"/> Metal Siding |
| <input type="checkbox"/> Log Siding | <input type="checkbox"/> Earth Berm |
| <input type="checkbox"/> Straw | <input type="checkbox"/> (SIPS) Structural Insulated Panel System |

- ☐ Brick
☐ Vinyl Siding
☐ Shingle Siding
☐ Unknown

- ☐ Brick Veneer
☐ Stone Veneer
☐ Adobe

- ☐ Stucco
☐ Log
☐ Concrete

ROOF ✓ ✓ [CF_C]

REQUIRED

- | | |
|--------------------------------------|---|
| <input type="checkbox"/> Composition | <input type="checkbox"/> Rolled/Hot Mop |
| <input type="checkbox"/> Slate | <input type="checkbox"/> Flat |
| <input type="checkbox"/> Dirt | <input type="checkbox"/> Concrete |

- ☐ Cedar
☐ Metal

- ☐ Wood
☐ Tar/Gravel

- ☐ Tile
☐ Rubber

BASEMENT/SUBSTRUCTURE ✓ ✓ [CF_D]

REQUIRED

- | | |
|--|--|
| <input type="checkbox"/> No Basement | <input type="checkbox"/> Full Basement |
| <input type="checkbox"/> Walkout | <input type="checkbox"/> Completely Finished |
| <input type="checkbox"/> Poured Concrete | <input type="checkbox"/> Block Foundation |
| <input type="checkbox"/> (ICF) Insulated Concrete Form | <input type="checkbox"/> Radon Mitigation System |

- ☐ Partial Basement
☐ Partially Finished/Livable
☐ Stone Foundation

- ☐ Crawl Space
☐ Unfinished
☐ Storage Only/Cellar

- ☐ Slab
☐ Outside Entrance Only
☐ Partial Finished Construction

HEATING ✓ ✓ [CF_E]

REQUIRED

- | | |
|--|--|
| <input type="checkbox"/> None | <input type="checkbox"/> Natural Gas |
| <input type="checkbox"/> Solar Active | <input type="checkbox"/> Solar Passive |
| <input type="checkbox"/> Heat Pump | <input type="checkbox"/> Floor Furnace |
| <input type="checkbox"/> Radiant Floor | <input type="checkbox"/> Steam |
| <input type="checkbox"/> Other-See Remarks | |

- ☐ Electric
☐ Forced Air
☐ Space Heater
☐ Wall Heater

- ☐ Propane
☐ Baseboard
☐ Gravity
☐ High Efficiency Furnace /Boiler

- ☐ Wood/Coal
☐ Hot Water
☐ Radiant Ceiling
☐ Mini Split

COOLING ✓ ✓ [CF_F]

REQUIRED

- | | |
|---|--|
| <input type="checkbox"/> None | <input type="checkbox"/> Attic Fan |
| <input type="checkbox"/> Refrigerated Central Air | <input type="checkbox"/> Evaporative Central Air |
| <input type="checkbox"/> Other-See Remarks | |

- ☐ Window Evaporative
☐ Refrigerated Wall Unit

- ☐ Wall Evaporative
☐ Whole House Fan

- ☐ Roof Evaporative
☐ Mini Split

WATER ✓ ✓ [CF_G]

REQUIRED

- | | |
|----------------------------------|---|
| <input type="checkbox"/> None | <input type="checkbox"/> Public |
| <input type="checkbox"/> Cistern | <input type="checkbox"/> Cistern Not Tested |

- ☐ Community
☐ Spring

- ☐ Well
☐ Unknown

- ☐ Shared Well

WINDOWS ✓ ✓ [CF_H]

REQUIRED

- | | |
|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Single Pane | <input type="checkbox"/> Double Pane |
| <input type="checkbox"/> Vinyl | <input type="checkbox"/> Skylight |

- ☐ Storm Windows
☐ Low E Windows

- ☐ Wood

- ☐ Metal

IRRIGATION ✓ ✓ [CF_I]

REQUIRED

- | | |
|--|--|
| <input type="checkbox"/> None | <input type="checkbox"/> Ditch System |
| <input type="checkbox"/> Drip Irrigation | <input type="checkbox"/> Seasonal Stream |
| <input type="checkbox"/> Holding Pond | <input type="checkbox"/> Pumping Station |

- ☐ Well
☐ Irrigation Rights
☐ Gated Pipe

- ☐ Sprinkler
☐ Water Rights
☐ Water Tank

- ☐ Flood Irrigation
☐ Head Gate

PLUMBING ✓ ✓ [CF_J]

REQUIRED

- | | |
|--|---|
| <input type="checkbox"/> None | <input type="checkbox"/> Copper Plumbing |
| <input type="checkbox"/> Tankless/On Demand Water Heater | <input type="checkbox"/> High Efficiency Water Heater |

- ☐ Galvanized Plumbing
☐ Unknown

- ☐ Plastic Plumbing

- ☐ Aqua Pex

GARAGE/CARPORT ✓ ✓ [CF_K]

REQUIRED

- | | |
|---|---|
| <input type="checkbox"/> No Garage | <input type="checkbox"/> 1 Car Garage Attached |
| <input type="checkbox"/> 1 Car Garage Detached | <input type="checkbox"/> 2 Car Garage Detached |
| <input type="checkbox"/> 1 Car Carport Attached | <input type="checkbox"/> 2 Car Carport Attached |
| <input type="checkbox"/> 2 Car Carport Detached | <input type="checkbox"/> 3 Car Carport Detached |

- ☐ 2 Car Garage Attached
☐ 3 Car Garage Detached
☐ 3 Car Carport Attached
☐ 4+ Car Carport Detached

- ☐ 3 Car Garage Attached
☐ 4+ Car Garage Detached
☐ 4+ Car Carport Attached

- ☐ 4+ Car Garage Attached
☐ No Carport
☐ 1 Car Carport Detached

APPLIANCES ✓ ✓ [CF_L]

REQUIRED

- | | |
|--|---|
| <input type="checkbox"/> None | <input type="checkbox"/> Dishwasher |
| <input type="checkbox"/> Electric Range Oven | <input type="checkbox"/> Double Oven |
| <input type="checkbox"/> Trash Compactor | <input type="checkbox"/> Washer |
| <input type="checkbox"/> Freezer | <input type="checkbox"/> Water Softener Owned |
| <input type="checkbox"/> Built-in Oven | |

- ☐ Garbage Disposal
☐ Indoor Grill
☐ Dryer
☐ Water Softener Rented

- ☐ Refrigerator
☐ Microwave Built-in
☐ Central Vacuum
☐ Gas Cooktop

- ☐ Gas Range Oven
☐ Range Hood
☐ Water Filter
☐ Electric Cooktop

OTHER ROOMS ✓ ✓ [CF_M]

REQUIRED

- | | |
|--|------------------------------------|
| <input type="checkbox"/> None | <input type="checkbox"/> Mud Room |
| <input type="checkbox"/> Workshop | <input type="checkbox"/> Apartment |
| <input type="checkbox"/> Other-See Remarks | |

- ☐ Den/Study/Office
☐ Home Theater

- ☐ Loft
☐ Family Room

- ☐ Gameroom
☐ Main Level/Master Bedroom

FIREPLACE ✓ ✓ [CF_N]

REQUIRED

- | | |
|--------------------------------------|------------------------------------|
| <input type="checkbox"/> None | <input type="checkbox"/> Insert(s) |
| <input type="checkbox"/> Pellet | <input type="checkbox"/> 2 Way |
| <input type="checkbox"/> Living Room | <input type="checkbox"/> Rec Room |
| <input type="checkbox"/> Woodburning | <input type="checkbox"/> Electric |

- ☐ Gas Log(s)
☐ 3 Way
☐ Basement

- ☐ Free Standing
☐ Master Bedroom
☐ Garage

- ☐ Wood Stove(s)
☐ Family Room
☐ Outside

Features (continued)**INTERIOR FEATURES** ✓ ✓ [CF_O] REQUIRED

- ☐ None
- ☐ Window Coverings
- ☐ Vaulted Ceiling(s)
- ☐ Sump Pump
- ☐ Dry Bar
- ☐ Hard Surface Counter Top

- ☐ New Floor Coverings
- ☐ Jetted Tub
- ☐ Smoke Detector/CO
- ☐ Handicap Access
- ☐ Surround Sound

- ☐ New Paint
- ☐ Wet Bar
- ☐ Garage Door Opener
- ☐ Walk-In Closet(s)
- ☐ Garden Tub

- ☐ Hardwood Floors
- ☐ Intercom
- ☐ Security System Owned
- ☐ Cable TV
- ☐ Walk-in Shower

- ☐ Tile Floors
- ☐ Ceiling Fan(s)
- ☐ Security System Leased
- ☐ Hot Tub-Built-in
- ☐ Granite Counter Top

EXTERIOR FEATURES ✓ ✓ [CF_P] REQUIRED

- ☐ None
- ☐ Barn
- ☐ RV Parking
- ☐ Hot Tub-Free Standing
- ☐ Irregular Lot
- ☐ Lake/Water View

- ☐ Paved Street
- ☐ Corral/Stable
- ☐ Guest House
- ☐ Tennis Court
- ☐ On Golf Course
- ☐ Solar Leased

- ☐ Unpaved Street
- ☐ Outbuildings
- ☐ Pool-Above Ground
- ☐ Greenhouse
- ☐ Bluff Site
- ☐ Solar Owned

- ☐ Satellite Dish
- ☐ Dog Pen
- ☐ Pool In-Ground
- ☐ Cul-de-Sac
- ☐ Mountain View
- ☐ Alley Access

- ☐ Shed
- ☐ Horses Allowed
- ☐ Hot Tub-Built-in
- ☐ Corner Lot
- ☐ Solar PV

LANDSCAPING ✓ ✓ [CF_Q] REQUIRED

- ☐ Sprinkler System-Front
- ☐ Wood Fence-Rear
- ☐ Rock-Front
- ☐ Garden Area-Rear
- ☐ Adobe Fence

- ☐ Sprinkler System-Rear
- ☐ Block Fence-Front
- ☐ Rock-Rear
- ☐ Outdoor Lighting-Front
- ☐ Automatic Sprinkler

- ☐ Metal Fence-Front
- ☐ Block Fence-Rear
- ☐ Trees-Front
- ☐ Outdoor Lighting-Rear
- ☐ Xeriscaping

- ☐ Metal Fence-Rear
- ☐ Lawn-Front
- ☐ Trees-Rear
- ☐ Vinyl Fence-Front
- ☐ None, New Construction

- ☐ Wood Fence-Front
- ☐ Lawn-Rear
- ☐ Garden Area-Front
- ☐ Vinyl Fence-Rear
- ☐ None

PATIO/DECK ✓ ✓ [CF_R] REQUIRED

- ☐ None
- ☐ Porch-Covered-Rear
- ☐ Patio-Enclosed-Front
- ☐ Deck-Covered-Front
- ☐ Deck-Side
- ☐ Courtyard

- ☐ Porch-Open-Front
- ☐ Porch-Enclosed-Rear
- ☐ Patio-Open-Rear
- ☐ Deck-Enclosed-Front
- ☐ Stoop-Front

- ☐ Porch-Covered-Front
- ☐ Porch-Side
- ☐ Patio-Covered-Rear
- ☐ Deck-Open-Rear
- ☐ Stoop-Rear

- ☐ Porch-Enclosed-Front
- ☐ Patio-Open-Front
- ☐ Patio-Enclosed-Rear
- ☐ Deck-Covered-Rear
- ☐ Balcony

- ☐ Porch-Open-Rear
- ☐ Patio-Covered-Front
- ☐ Deck-Open-Front
- ☐ Deck-Enclosed-Rear
- ☐ Gazebo

HOA INCLUDES ✓ ✓ [CF_S] REQUIRED

- ☐ None
- ☐ Snow Removal
- ☐ Maintenance Interior
- ☐ Other-See Remarks

- ☐ Electricity
- ☐ Maintenance Grounds
- ☐ Maintenance Exterior

- ☐ Gas
- ☐ Insurance
- ☐ Road Maintenance

- ☐ Water
- ☐ Taxes
- ☐ Common Area Maintenance

- ☐ Trash
- ☐ Recreational Facilities
- ☐ Exterior Water Only

ASSOCIATION AMENITIES ✓ ✓ [CF_T] REQUIRED

- ☐ None
- ☐ Golf Membership
- ☐ Cable TV

- ☐ No Association
- ☐ Tennis
- ☐ Pets Allowed

- ☐ Pool
- ☐ Athletic Facilities
- ☐ Other-See Remarks

- ☐ Hot Tub
- ☐ Club House

- ☐ Sauna
- ☐ Storage

DOCUMENTS ON FILE ✓ ✓ [CF_U] REQUIRED

- ☐ No Documents
- ☐ Survey
- ☐ House Plans

- ☐ Appraisal
- ☐ Septic Inspection
- ☐ Mold Report

- ☐ Home Inspection
- ☐ Well Inspection
- ☐ Termite Inspection

- ☐ Radon Test
- ☐ Leases
- ☐ Roof

- ☐ Soil Test
- ☐ Water Rights
- ☐ Energy Green Disclosure

LEAD BASED PAINT DISCLOSURE ✓ ✓ [CF_V] REQUIRED

- ☐ Seller Aware Of

- ☐ Seller Not Aware Of

- ☐ Seller Has Report

- ☐ Seller Has No Reports

- ☐ Built after Jan 1, 1978

OCCUPANCY ✓ ✓ [CF_W] REQUIRED

- ☐ New

- ☐ Owner

- ☐ Tenant

- ☐ Vacant

SHOWING INSTRUCTIONS ✓ ✓ [CF_Y] REQUIRED

- ☐ Appointment Only
- ☐ Gate Entry Code

- ☐ Lockbox
- ☐ Alarm/Security System

- ☐ Key in Office
- ☐ BrokerBay

- ☐ 24 Hr Notice

- ☐ Beware of Animals

TERMS ✓ ✓ [CF_Z] REQUIRED

- ☐ Cash
- ☐ Lease Purchase
- ☐ Leased

- ☐ Conventional
- ☐ Lease Option
- ☐ Other-See Remarks

- ☐ Assumable
- ☐ Trade

- ☐ Owner Carry
- ☐ VA Loan

- ☐ Owner Carry 2nd
- ☐ FHA

OWNERSHIP ✓ ✓ [CF_AA] REQUIRED

- ☐ Seller
- ☐ FSBO (Sold Comp Only)

- ☐ Lender Owned
- ☐ FIRPTA

- ☐ Corporate/Relo

- ☐ Estate Owned

- ☐ Subject To Short Sale