

\*Denotes required field

Box around **field name** requires numerical input

Do not use dollar signs or commas for dollar entries

# Regional MLS, Inc. Rental Input Sheet

Agent Name: \_\_\_\_\_ Date Listed: \_\_\_\_\_ Listing #: \_\_\_\_\_

\*Category  ( \_\_\_\_\_ ) Status  ( \_\_\_\_\_ ) MLS #: ( \_\_\_\_\_ )

\*Area  ( \_\_\_\_\_ ) see Area Maps \*Listing Price  ( \_\_\_\_\_ )

\*County  ( \_\_\_\_\_ ) See Table at bottom of page \*Parcel ID  ( \_\_\_\_\_ ) Tax ID number  ( \_\_\_\_\_ ) RP  ( \_\_\_\_\_ ) Range Price  ( \_\_\_\_\_ )

\*Address  ( \_\_\_\_\_ ) Street No.  ( \_\_\_\_\_ ) Street Dir  ( \_\_\_\_\_ ) Street Name  ( \_\_\_\_\_ ) Unit #  ( \_\_\_\_\_ ) Unit Number  ( \_\_\_\_\_ )

\*City  ( \_\_\_\_\_ ) \*Zip  ( \_\_\_\_\_ ) Tax Map  ( \_\_\_\_\_ ) Book/PG  ( \_\_\_\_\_ ) Tax Map #  ( \_\_\_\_\_ ) O.R. Book & Page #  ( \_\_\_\_\_ )

Dolph's Map Page  ( \_\_\_\_\_ ) \*Letter Coordinate  ( \_\_\_\_\_ ) \*Number Coordinate  ( \_\_\_\_\_ )

\*LO  ( \_\_\_\_\_ ) Listing Office ID  ( \_\_\_\_\_ ) Listing Office Name  ( \_\_\_\_\_ ) Office Phone  ( \_\_\_\_\_ ) Agent Ph ext  ( \_\_\_\_\_ ) Office Fax  ( \_\_\_\_\_ )

\*LA  ( \_\_\_\_\_ ) Listing Agent ID #  ( \_\_\_\_\_ ) Listing Agent Name  ( \_\_\_\_\_ ) Listing Agent Home Phone  ( \_\_\_\_\_ ) 2<sup>nd</sup> Phone #  ( \_\_\_\_\_ ) Additional Phone #  ( \_\_\_\_\_ ) Phone Type  ( \_\_\_\_\_ ) H-Home, V-Voice, P-Pager, C-Cellular

Co-List Off:  ( \_\_\_\_\_ ) Phone #  ( \_\_\_\_\_ ) \*Listing Date  ( \_\_\_\_/\_\_\_\_/\_\_\_\_ )

Co-List Agt:  ( \_\_\_\_\_ ) Phone #  ( \_\_\_\_\_ ) \*Expire Date  ( \_\_\_\_/\_\_\_\_/\_\_\_\_ )

Listing Agent Email:  ( \_\_\_\_\_ ) Listing Agent Email Address  ( \_\_\_\_\_ ) Public Internet advertising (Y/N)  ( \_\_\_\_\_ )

\*Owner Name  ( \_\_\_\_\_ ) Owner Phone  ( \_\_\_\_\_ )

Comm/ Non-Rep  ( \_\_\_\_\_ ) Fee to Non-Representative (% or \$)  ( \_\_\_\_\_ ) Comm/Buyer Agent  ( \_\_\_\_\_ ) Fee to Buyer Agent (% or \$)  ( \_\_\_\_\_ ) Comm/TransBrk  ( \_\_\_\_\_ ) Fee to transaction Broker (% or \$)  ( \_\_\_\_\_ ) Bonus (Y/N)  ( \_\_\_\_\_ ) Terms in Broker Remarks  ( \_\_\_\_\_ )

\*List Type:  ( \_\_\_\_\_ ) \*List Off Agency:  ( \_\_\_\_\_ ) \*Var/Dual Rate  ( \_\_\_\_\_ )  
ER-Ex Rt ER EX-Ex Rt w/ Ex ER LS- Ex Rt w/Limit Svc SNGAGT, TRANBK - Transaction Broker (Y/N)  
EB-Ex Brk EB EX-Ex Brk w/Ex EB LS - Ex Brk w/Limit Svc NONREP - Non Representative

\*Bedrooms  ( \_\_\_\_\_ ) \*Full Baths  ( \_\_\_\_\_ ) \*Half Baths  ( \_\_\_\_\_ ) Total Baths  ( \_\_\_\_\_ )

\*Living Area  ( \_\_\_\_\_ ) \*Garage Spaces  ( \_\_\_\_\_ ) Carport Spaces  ( \_\_\_\_\_ ) \*Pets  (Y,N,R-Rest)

Bldg Number  ( \_\_\_\_\_ ) Unit Floor #  ( \_\_\_\_\_ ) \*Total Floors in Building  ( \_\_\_\_\_ )

Parking Space #  ( \_\_\_\_\_ ) Dock Space #  ( \_\_\_\_\_ ) \*Governing Bodies  ( \_\_\_\_\_ ) (CONDO, COOP, HOA, NONE)

\*Total Units in Building  ( \_\_\_\_\_ ) \*Total Units in Complex  ( \_\_\_\_\_ ) Min # Days for Leases  ( \_\_\_\_\_ )

\*Waterfront  (Y/N)  ( \_\_\_\_\_ ) Water Frontage  ( \_\_\_\_\_ ) \*Private Pool  (Y/N)  ( \_\_\_\_\_ ) \*Front Exposure  ( \_\_\_\_\_ ) (N,NE,NW,S,SE,SW,E,W)

\*Subdivision  ( \_\_\_\_\_ ) Development Name  ( \_\_\_\_\_ )

\*For Sale  (Y/N)  ( \_\_\_\_\_ ) For Sale MLS Number  ( \_\_\_\_\_ )

\*Directions  ( \_\_\_\_\_ )

\*Date Available  ( \_\_\_\_/\_\_\_\_/\_\_\_\_ ) Application Fee  ( \_\_\_\_\_ ) \*Damage Deposit  ( \_\_\_\_\_ )

\*1<sup>st</sup> Month Deposit  ( \_\_\_\_\_ ) \*Last Month Deposit  ( \_\_\_\_\_ ) \*Pet Deposit  ( \_\_\_\_\_ )

Furn Annual Rent  ( \_\_\_\_\_ ) Furn Seasonal Rent  ( \_\_\_\_\_ ) Furn OffSeason Rent  ( \_\_\_\_\_ )  
At least one of the 6 Rent price fields must be filled in

Unfurn Annual Rent  ( \_\_\_\_\_ ) Unfurn Seasonal Rent  ( \_\_\_\_\_ ) Unfurn OffSeason Rent  ( \_\_\_\_\_ )

\*Jan  \*Feb  \*Mar  \*Apr  \*May  \*Jun  \*Jul  \*Aug  \*Sep  \*Oct  \*Nov  \*Dec   
(A - Annual, S - Seasonal, O - OffSeason, R - Rented, N - Not Available)

Remarks (These three lines of Remarks will be seen by members of the Public. No contact information)

\_\_\_\_\_  
\_\_\_\_\_

Broker Only Remarks (2 lines)

\_\_\_\_\_  
\_\_\_\_\_

Internal Office Remarks (1 line- will only be seen by Listing Office)

\_\_\_\_\_

**\*STYLE (2)**

A..... Single Family House  
 B..... Condo / Coop  
 C..... Apartments  
 D..... Duplex / Triplex / Quad  
 E..... Townhouse / Villa  
 F..... Efficiency / Studio / Hotel

**ROOMS (8)**

A..... Family  
 B..... Florida  
 C..... Great  
 D..... Utility-Laundry  
 E..... Den  
 F..... Maid/In-Law  
 G..... Loft  
 H..... Cottage  
 I..... Convertible Bedroom  
 J..... Atrium  
 K..... Attic  
 L..... Cabana Bath  
 M..... Garage Apartment  
 N..... Garage-Converted  
 O..... Storage  
 P..... Studio Bedroom  
 Q..... Recreation  
 R..... Media  
 S..... Workshop  
 T..... Glass Porch

**\*EQUIP/APPL INCL (17)**

A..... Washer  
 B..... Dryer  
 C..... Refrigerator  
 D..... Range  
 E..... Dishwasher  
 F..... Electric Water Heater  
 G..... Gas Water Heater  
 H..... Solar Water Heater  
 I..... Disposal  
 J..... Ice Maker  
 K..... Microwave  
 L..... Smoke Detector  
 M..... Intercom  
 N..... Auto Garage Door  
 O..... Water Softener Owned  
 P..... Water Softener Rented  
 Q..... Freezer  
 R..... Fire Alarm  
 S..... Compactor  
 T..... Central Vacuum  
 U..... Satellite Dish  
 V..... TV Antenna  
 W..... Gas Lease  
 X..... Purifier  
 Y..... Wall Oven  
 Z..... None

**UNIT DESC (5)**

A..... Corner  
 B..... Penthouse  
 C..... Efficiency  
 D..... Garden Apt  
 E..... On Golf Course  
 F..... Interior Hallway  
 G..... Exterior Catwalk  
 H..... Lobby  
 I..... Multi-Level

**\*TENANT PAYS (10)**

A..... Electric  
 B..... Water  
 C..... Gas  
 D..... Sewer  
 E..... Cable  
 F..... Common Area Maintenance  
 G..... Repairs  
 H..... Janitorial  
 I..... Taxes  
 J..... Insurance  
 K..... None

**\*FURNISHED (2)**

A..... Unfurnished  
 B..... Furnished Only  
 C..... Furniture – Negotiable  
 D..... Partially Furnished  
 E..... Turnkey

**\*FLOORING (4)**

A..... Carpet  
 B..... Ceramic Tile  
 C..... Vinyl Tile  
 D..... Linoleum  
 E..... Parquet  
 F..... Terrazzo  
 G..... Wood  
 H..... Marble  
 I..... Slate  
 J..... Concrete  
 K..... Other

**\*INTERIOR FEAT (17)**

A..... Cathed/Vault Ceilings  
 B..... Volume Ceiling  
 C..... Split Bedrooms  
 D..... Stack Bedrooms  
 E..... Roman Tub  
 F..... Walk-in Closet  
 G..... Built-in Shelves  
 H..... Cook Island  
 I..... Dome Kitchen  
 J..... Pantry  
 K..... Foyer  
 L..... Bar  
 M..... Wet Bar  
 N..... French Door  
 O..... Closet Cabinets  
 P..... Fireplace  
 Q..... Custom Mirror  
 R..... W/D Hookup  
 S..... Laundry Tub  
 T..... Pull Down Stair  
 U..... Skylight  
 V..... Elevator  
 W..... Fire Sprinkler  
 X..... Watt Wise  
 Y..... Upstairs Living Area  
 Z..... Entry Level Living Area  
 0..... Handicap Access  
 1..... Wheelchair  
 2..... None

**MISCELLANEOUS (17)**

A..... Community Pool  
 B..... Private Pool  
 C..... Washer / Dryer  
 D..... Security Deposit  
 E..... Central A/C  
 F..... Tenant Approval  
 G..... Tennis  
 H..... Building Security  
 I..... Laundry Facilities  
 J..... Den / Family Room  
 K..... Porch / Balcony  
 L..... Fenced Yard  
 M..... Golf  
 N..... Assigned Parking  
 O..... Covered Parking  
 P..... Garage – 1 car  
 Q..... Garage – 2 car  
 R..... Lease Option Available  
 S..... Recreation Facilities  
 T..... Wheelchair  
 U..... Owner / Agent

**PARKING (7)**

A..... Attached Carport  
 B..... Attached Garage  
 C..... Detached Carport  
 D..... Detached Garage  
 E..... Building Garage  
 F..... Assigned  
 G..... 2+ Spaces  
 H..... Driveway  
 I..... Circular Drive  
 J..... Decorative Drive  
 K..... Covered  
 L..... Under Building  
 M..... Street  
 N..... Guest  
 O..... Open  
 P..... Deeded  
 Q..... RV / Boat  
 R..... Golf Cart  
 S..... Slab Strip  
 T..... Special Purchase  
 U..... Special Rent  
 V..... Unpaved

**\*RESTRICTIONS (8)**

A..... < 20 Lb  
 B..... 21 to 30 Lb  
 C..... 31 to 40 Lb  
 D..... 41 to 50 Lb  
 E..... 50 Lb +  
 F..... Restrictions  
 G..... No Pets  
 H..... 1 Pet  
 I..... Up to 2 Pets  
 J..... Up to 3 Pets  
 K..... 3+ Pets  
 L..... Adult 55+  
 M..... Adult 62+  
 N..... Tenant Approval  
 O..... Interview Required  
 P..... Limited # of Vehicles  
 Q..... Daily Rent  
 R..... Other  
 S..... None

**SECURITY (5)**

A..... Burglar Alarm  
 B..... Security System / Leased  
 C..... Security System / Owned  
 D..... Motion Detector  
 E..... Entry Card  
 F..... Entry Phone  
 G..... Gate – Manned  
 H..... Gate – Unmanned  
 I..... Security Patrol  
 J..... Private Guard  
 K..... Doorman  
 L..... Lobby  
 M..... TV Camera  
 N..... Security Light  
 O..... Fence  
 P..... Wall  
 Q..... None

**\*SUBDIVISION INFO (7)**

A..... Pool  
 B..... Golf Course  
 C..... Boating  
 D..... Tennis  
 E..... Bike – Jog  
 F..... Horse Trails  
 G..... Clubhouse  
 H..... Basketball  
 I..... Elevator  
 J..... Lobby  
 K..... Exercise Room  
 L..... Extra Storage  
 M..... Common Laundry  
 N..... Community Room  
 O..... Game Room  
 P..... Library  
 Q..... Sauna  
 R..... Shuffleboard  
 S..... Spa-Hot Tub  
 T..... Trash Chute  
 U..... Picnic Area  
 V..... Sidewalk  
 W..... Bike Storage  
 X..... Billiards  
 Y..... Business Center  
 Z..... Cabana  
 0..... Courtesy Bus  
 1..... Beach Club Available  
 2..... Private Beach Pavilion  
 3..... Manager on Site  
 4..... Play Area  
 5..... Putting Green  
 6..... Workshop  
 7..... Horses Permitted  
 8..... Whirlpool  
 9..... None

**\*EXTERIOR FEATURES (12)**

A..... Covered Patio  
 B..... Open Patio  
 C..... Screened Patio  
 D..... Deck  
 E..... Covered Balcony  
 F..... Open Balcony  
 G..... Screened Balcony  
 H..... Auto Sprinkler  
 I..... Manual Sprinkler  
 J..... Well Sprinkler  
 K..... Lake/Canal Sprinkler  
 L..... Zoned Sprinkler  
 M..... Shed  
 N..... Fence  
 O..... Stable  
 P..... Built in Grill  
 Q..... Awnings  
 R..... Exterior W/D Hookup  
 S..... Shutters  
 T..... Cabana  
 U..... Fruit Tree  
 V..... Hangar  
 W..... Extra Building  
 X..... Outdoor Shower  
 Y..... Tennis Court  
 Z..... Utility Barn  
 [..... None

**VIEW (5)**

A..... Golf  
 B..... Ocean  
 C..... Intracoastal  
 D..... River  
 E..... Pond  
 F..... Lagoon  
 G..... Lake  
 H..... Bay  
 I..... Canal  
 J..... Pool  
 K..... Tennis  
 L..... Clubhouse  
 M..... Garden  
 N..... City  
 O..... Other

**BOAT SERVICES (10)**

A..... Private Dock  
 B..... Common Dock  
 C..... Dock Available  
 D..... 0 to 20 Ft Boat  
 E..... 21 to 30 Ft Boat  
 F..... 31 to 40 Ft Boat  
 G..... 41 to 50 Ft Boat  
 H..... 51 to 60 Ft Boat  
 I..... 61 to 70 Ft Boat  
 J..... 71 to 80 Ft Boat  
 K..... 81 to 90 Ft Boat  
 L..... 91 to 100 Ft Boat  
 M..... 101+ Ft Boat  
 N..... Lift  
 O..... Hoist / Davit  
 P..... Boathouse  
 Q..... Electric Available  
 R..... Water Available  
 S..... Fuel  
 T..... Marina  
 U..... Yacht Club  
 V..... Attended  
 W..... Full Service  
 X..... Restroom  
 Y..... Sew Pump Avail  
 Z..... Subject to Lease  
 0..... Overnight  
 1..... Live Aboard  
 2..... Parking  
 3..... Ramp  
 4..... Boat Lock

**\*WATERFRONT (5)**

A..... Intracoastal  
 B..... Oceanfront  
 C..... Interior Canal  
 D..... Lagoon  
 E..... Lake  
 F..... Mangrove  
 G..... Bay  
 H..... Creek  
 I..... Pond  
 J..... River  
 K..... Fixed Bridges  
 L..... No Fixed Bridges  
 M..... Navigable  
 N..... Seawall  
 O..... Riprap  
 P..... Pointlot  
 Q..... Ocean Access  
 R..... One Bridge  
 S..... Canal Width 121+  
 T..... Canal Width 1-80  
 U..... Canal Width 81-120  
 V..... None

**\*HEATING (5)**

A..... Central  
 B..... Window/Wall  
 C..... Wall Furnace  
 D..... Central Building  
 E..... Central Individual  
 F..... Zoned  
 G..... No Heat  
 H..... Electric  
 I..... Gas  
 J..... Solar  
 K..... Radiant  
 L..... Oil  
 M..... Heat Strip  
 N..... Heat Pump-Reverse  
 O..... Space  
 P..... Other

**\*COOLING (3)**

A..... Central  
 B..... Wall-Win A/C  
 C..... Central Building  
 D..... Central Individual  
 E..... Zoned  
 F..... AtticFan  
 G..... Ceiling Fan  
 H..... Gas  
 I..... Electric  
 J..... Reverse Cycle  
 K..... Exhaust  
 L..... Humidstat  
 M..... Air Purifier  
 N..... Paddle Fans  
 O..... Ridge Vent  
 P..... Thermal Fan  
 Q..... Other  
 R..... None

**MEMBERSHIP (3)**

A..... Golf Membership Available  
 B..... Other Memberships Available  
 C..... Tennis Memberships Available

**\*SHOWING INSTR (3)**

A..... Lockbox – Call LO  
 B..... Electric Lockbox -Show  
 C..... Call LO  
 D..... Appointment Only  
 E..... Call Owner  
 F..... Call Tenant  
 G..... 24 Hr Notice  
 H..... Courtesy Key  
 I..... Vacant  
 J..... Owner Occupied  
 K..... Tenant Occupied  
 L..... Pet on Premises  
 M..... Key in LO  
 N..... Keysafe  
 O..... LA – Accompany  
 P..... LO – Accompany  
 Q..... Notify Guard  
 R..... Call LA

**COMM DESC (1)**

A..... Lease Renewal Commission  
 B..... No Renewal Commission

Seller Signature \_\_\_\_\_  
 Date \_\_\_\_\_  
 Seller Signature \_\_\_\_\_  
 Date \_\_\_\_\_