

RESIDENTIAL / TOWNHOUSE / CONDO INPUT SHEET

Lynchburg Association of REALTORS®

KEYWORD SECTION

R= Required Field

A= Field should Auto-fill

MLS# _____

Address

R _____ A _____ A _____ R _____
 Area Tax Map/Parcel ID Listing Office Name Agent's Name Co-Office ID

A _____ R \$ _____ R / / R / / R ☐ Y ☐ N
 Co-Agent ID List Price List Date Expiration Date Limited Services Listing

R ☐ Y ☐ N R ☐ Y ☐ N R ☐ Y ☐ N R ☐ Y ☐ N
 Opt Out of Internet Publish Address Allow Reviews Allow Auto Estimate

R _____ R _____ R _____
 Street # / Modifier Street Name St. Suffix Unit # City / Town Zip-Code + 4

Subdivision/Complex	R _____	Legal Description	Zoning	Full Bath Level 1	_____
Elementary School	Middle School	High School		Half Bath Level 1	_____
Lot Size	<input type="checkbox"/> Sq.Ft. <input type="checkbox"/> Acres	<input type="checkbox"/> Agent <input type="checkbox"/> Owner <input type="checkbox"/> Public Record	# Bedrooms	Full Bath Level 2	_____
R \$ _____	\$ _____	<input type="checkbox"/> Mo. <input type="checkbox"/> Qtr. <input type="checkbox"/> Yr.	<input type="checkbox"/> Optional <input type="checkbox"/> Required <input type="checkbox"/> None	Half Bath Level 2	_____
Estimated Taxes	Association Fee	Assoc. Fee Frequency	Association Fee	Full Bath Level 3	_____
R _____	Owner's Name	Owner Phone (Optional)		Half Bath Level 3	_____
				Full Bath Below Grade	_____
				Half Bath Below Grade	_____

ALL ROOM SIZES, RELATIVE TO PROPERTY, ARE REQUIRED PER THE MLS FINE POLICY

Est. Fin. SqFt Level 1	Est. Fin. SqFt Level 2	Est. Fin. SqFt Level 3	Est. Fin. SqFt. Bel. Grde	Est. UnFin SqFt Total
_____ X _____	_____ X _____	_____ X _____	_____ X _____	_____ X _____
Living Room Lev.	Family Room Lev.	Great Room Lev.	Den Lev.	Rec. Room Lev.
_____ X _____	_____ X _____	_____ X _____	_____ X _____	_____ X _____
Breakfast Area Lev.	Laundry Room Lev.	Foyer Lev.	(R) Primary BR Lev.	2 nd Bedroom Lev.
_____ X _____	_____ X _____	_____ X _____	_____ X _____	_____ X _____
5 th Bedroom Lev.	6 th Bedroom Lev.	Porch Lev.	Screened Porch Lev.	Sun Room Lev.
_____ X _____	_____ X _____	_____ X _____	_____ X _____	_____ X _____
Garage Lev.	Carport Lev.	Office Lev.	Other Room 1 Lev.	Description
_____ X _____	_____ X _____	_____ X _____	_____ X _____	_____ X _____
Other Room 3 Lev.	Description			

Public Remarks: _____

Directions: _____

Broker/Agent Remarks: _____

The information shown herein is furnished by the owner according to the best of their knowledge and belief. It is subject to verification by the purchaser, and his agent assumes no responsibility for the correctness thereof.

Owner's Signature _____ Date _____ Owner's Signature _____ Date _____ Agent's Signature _____ Date _____

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Property Subtype (R)

- ☐ Single Family
- ☐ Townhouse
- ☐ Condominium

Construction Status (R)

- ☐ Completed
- ☐ Proposed
- ☐ Under Construction

Year Built (R)

- ☐ Completed Only
- Proposed enter 9999
- UnCs enter 9999

Styles (R)

- ☐ A-Frame
- ☐ American Foursquare
- ☐ Colonial
- ☐ Contemporary
- ☐ Craftsman
- ☐ Bungalow
- ☐ Cape Cod
- ☐ Contemporary
- ☐ Farm House
- ☐ Federal
- ☐ French Provincial
- ☐ Georgian
- ☐ Log
- ☐ Manufactured-Double
- ☐ Manufactured-Single
- ☐ Modular
- ☐ Queen Anne
- ☐ Ranch
- ☐ Saltbox
- ☐ Spanish
- ☐ Spilt Foyer
- ☐ Split Level
- ☐ Story and a half
- ☐ Tudor
- ☐ Two Story
- ☐ Victorian
- ☐ Other – See Remarks

Stories (R)

- ☐ One
- ☐ One and One Half
- ☐ Two
- ☐ Three Or More
- ☐ Multi/Split
- ☐ See Remarks

Exterior Finish (R) (Above Ground)

- ☐ Aluminum Siding
- ☐ Asbestos
- ☐ Block
- ☐ Board and Batten
- ☐ Brick
- ☐ Cedar Shake
- ☐ Cedar Siding
- ☐ Cement Board/Plank
- ☐ Dryvit
- ☐ Log
- ☐ Masonite Siding
- ☐ Solid Masonry
- ☐ Stone
- ☐ Stucco
- ☐ Vinyl Shake
- ☐ Vinyl Siding
- ☐ Wood Siding
- ☐ Other

Heating System (R)

- ☐ Active Solar
- ☐ Circulating Fireplace
- ☐ Electric Baseboard
- ☐ Electric Ceiling
- ☐ Floor Furnace
- ☐ Forced Warm Air – Elec.
- ☐ Forced Warm Air – Gas
- ☐ Forced Warm Air – Oil
- ☐ Geothermal
- ☐ Heat Pump
- ☐ Hot Water – Elec.
- ☐ Hot Water – Gas
- ☐ Hot Water – Oil
- ☐ Ductless Mini-Split
- ☐ Passive Solar
- ☐ Propane
- ☐ Radiant
- ☐ Steam – Elec.
- ☐ Steam – Gas
- ☐ Steam – Oil
- ☐ Two-Zone
- ☐ Three-Zone or more
- ☐ Wall/Space Unit
- ☐ Woodstove
- ☐ None
- ☐ Other

Special Features

- ☐ Auction
- ☐ Bank Owned/REO
- ☐ Farm (Possible)
- ☐ Foreclosure
- ☐ Historical District
- ☐ LEED Cert. Doc.
- ☐ New Construction
- ☐ Relocation
- ☐ Senior Community (55+)
- ☐ Short Sale

Appliances/Convey (R)

- ☐ Compactor
- ☐ Convection
- ☐ Cook top
- ☐ Dishwasher
- ☐ Disposal
- ☐ Double Oven
- ☐ Dryer
- ☐ Electric Air Cleaner
- ☐ Freezer
- ☐ Generator
- ☐ Grill
- ☐ Humidifier
- ☐ Microwave
- ☐ Range – Electric
- ☐ Range – Gas
- ☐ Refrigerator
- ☐ Self-Cleaning Oven
- ☐ Wall Oven
- ☐ Water Purifier
- ☐ Washer
- ☐ Wine Cooler
- ☐ Other
- ☐ None

Laundry (R)

- ☐ Basement
- ☐ Dryer Connection
- ☐ Laundry Closet
- ☐ Laundry Room
- ☐ Main Level
- ☐ No Hookups
- ☐ Second Floor
- ☐ Separate Laundry Rm.
- ☐ Washer Connections
- ☐ None

Interior Features (R)

- ☐ Apartment
- ☐ Cable Available
- ☐ Cable Connections
- ☐ Ceiling Fan(s)
- ☐ Tile Bath(s)
- ☐ Drapes
- ☐ Drywall
- ☐ Free-Standing Tub
- ☐ Garden Tub
- ☐ Great Room
- ☐ High Speed Data Aval.
- ☐ Main Level Bedroom
- ☐ Main Level Den
- ☐ Primary Bed w/Bath
- ☐ Multi Media Wired
- ☐ Paneling
- ☐ Pantry
- ☐ Plaster
- ☐ Rods
- ☐ Separate Dining Room
- ☐ Skylights
- ☐ Smoke Alarm
- ☐ Tube Lights
- ☐ TV Mounts
- ☐ Vacuum System
- ☐ Walk-In Closet(s)
- ☐ Wet Bar
- ☐ Whirlpool Bath
- ☐ Workshop
- ☐ Other

Flooring (R)

- ☐ Bamboo
- ☐ Brick
- ☐ Carpet
- ☐ Carpet Over Hardwood
- ☐ Ceramic Tile
- ☐ Concrete
- ☐ Engineered Hardwood
- ☐ Hardwood
- ☐ Heated
- ☐ Laminate
- ☐ Marble
- ☐ Parquet
- ☐ Pine
- ☐ Slate
- ☐ Tile
- ☐ Travertine
- ☐ Vinyl
- ☐ Vinyl Plank
- ☐ Wood
- ☐ Other

Basement (R)

- ☐ Apartment
- ☐ Crawl Space
- ☐ Dirt Floor
- ☐ Exterior Entrance
- ☐ Finished
- ☐ Fireplace
- ☐ Full
- ☐ Game Room
- ☐ Garage
- ☐ Heated
- ☐ Interior Entrance
- ☐ Partial
- ☐ Partitioned
- ☐ Poured Concrete
- ☐ Roughed In Bath
- ☐ Slab
- ☐ Sump Pump
- ☐ Walkout
- ☐ Workshop
- ☐ Other

Attic (R)

- ☐ Access
- ☐ Attic Fan
- ☐ Finished
- ☐ Floored
- ☐ Partial Finished
- ☐ Pull Down
- ☐ Roughed In
- ☐ Scuttle
- ☐ Storage Only
- ☐ Walk-In
- ☐ Walk-Up Stairs
- ☐ Windows
- ☐ None
- ☐ Other

Air Conditioning (R)

- ☐ Central Electric
- ☐ Central Gas
- ☐ Geothermal
- ☐ Heat Pump
- ☐ Mini-Split
- ☐ Solar
- ☐ Three-Zone or More
- ☐ Two-Zone
- ☐ Window Unit(s)
- ☐ None
- ☐ Other

Fireplace

- ☐ 1 Fireplace
- ☐ 2 Fireplaces
- ☐ 3 Fireplaces
- ☐ 3+ Fireplaces
- ☐ Decorative/Non-Op.
- ☐ Den
- ☐ Gas Log
- ☐ Glass Doors
- ☐ Great Room
- ☐ Heat-O-Later
- ☐ Leased Propane Tank
- ☐ Living Room
- ☐ Marble/Travertine
- ☐ Primary Bedroom
- ☐ Screen
- ☐ Stone
- ☐ Stove Insert
- ☐ Wood Burning
- ☐ Other

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Exterior Features (R)

- ☐ Balcony
- ☐ City View
- ☐ Deck
- ☐ Gas Line
- ☐ Off-Street Parking
- ☐ Patio
- ☐ Porch
- ☐ Porch - Front
- ☐ Porch - Side
- ☐ Porch - Rear
- ☐ Whole House Generator
- ☐ Above Ground Pool
- ☐ In Ground Pool
- ☐ Pool Nearby
- ☐ Circular Drive
- ☐ Paved Drive
- ☐ Concrete Drive
- ☐ Fenced Yard
- ☐ Privacy Fence
- ☐ Garden Space
- ☐ Hot Tub
- ☐ Landscaped
- ☐ Screened Porch
- ☐ Secluded Lot
- ☐ Storm Windows
- ☐ Storm Doors
- ☐ Insulated Glass
- ☐ Tennis Courts
- ☐ Tennis Courts Nearby
- ☐ Satellite Dish
- ☐ Underground Utilities
- ☐ Mountain Views
- ☐ Club House Nearby
- ☐ Golf Nearby
- ☐ Ski Slope Nearby
- ☐ Ski Slope Front
- ☐ On Golf Course
- ☐ Other

Exterior Water Class

- ☐ Boat Dock
- ☐ Lake Front
- ☐ Lake Nearby
- ☐ Pond
- ☐ Public Beach Nearby
- ☐ River Front
- ☐ River Nearby
- ☐ Stream/Creek
- ☐ Water Access
- ☐ Water View
- ☐ Waterfront Property
- ☐ Waterfront Community
- ☐ Not Applicable

Building on Property

- ☐ Barn
- ☐ Pole Building
- ☐ Storage Building
- ☐ Tractor Shed
- ☐ Workshop
- ☐ Other

Roof (R)

- ☐ Cement Composite
- ☐ Tar/Gravel
- ☐ Metal
- ☐ Shake
- ☐ Shingle
- ☐ Slate
- ☐ Tile
- ☐ Wood

Garage (circle one) (R)

Yes or No

Garage

- ☐ Garage Door Opener
- ☐ In Basement
- ☐ Workshop
- ☐ Oversized
- ☐ Other

Attached Garage
(circle one) 1 2 3 3+

Detached Garage
(circle one) 1 2 3 3+

Accessory Dwelling Unit

- ☐ Yes
- ☐ No

Type of Unit

Carport Parking

- ☐ 1 Car
- ☐ 2 Car
- ☐ 3 Car or More

Water Heater (R)

- ☐ Electric
- ☐ Gas
- ☐ Geothermal
- ☐ Leased
- ☐ Solar
- ☐ Tankless
- ☐ None
- ☐ Other

Water (R)

- ☐ Central System
- ☐ City
- ☐ County
- ☐ Well
- ☐ None
- ☐ Other

Sewer (R)

- ☐ City
- ☐ Community System
- ☐ County
- ☐ Septic Tank
- ☐ None
- ☐ Other

Utility – Electric

- ☐ AEP/Appalachian Power
- ☐ Central VA Electric
- ☐ Dominion Energy
- ☐ Southside Electric Coop.
- ☐ Town of Bedford
- ☐ Other

Smart Devices

- ☐ Camera(s)
- ☐ Dishwasher
- ☐ Doorbell(s)
- ☐ Door Locks
- ☐ Dryer
- ☐ Home Monitor(s)
- ☐ Light(s)
- ☐ Lock(s)
- ☐ Oven
- ☐ Plug(s)
- ☐ Refrigerator
- ☐ Security Camera(s)
- ☐ Security System
- ☐ Speaker(s)
- ☐ Television(s)
- ☐ Thermostat(s)
- ☐ Washing Machine
- ☐ See Remarks
- ☐ None

Leased Equipment

- ☐ Propane Tank
- ☐ Security Alarm System
- ☐ Solar Panel(s)
- ☐ Water Heater
- ☐ Water Softener
- ☐ Other, See Remarks

Internet Providers

- ☐ Comcast/Xfinity
- ☐ Firefly
- ☐ Glo Fiber
- ☐ Hughes.net
- ☐ Infinisky
- ☐ Jet Broadband
- ☐ Lumos
- ☐ Satellite
- ☐ Shentel
- ☐ T Mobile
- ☐ Verizon
- ☐ Wildblue
- ☐ Other

Internet Provider Comments

Financing

- ☐ Call Agent
- ☐ Lease/Purchase
- ☐ Owner Financing
- ☐ Other

Assoc. Fees Incl.

- ☐ Cable TV
- ☐ Club House
- ☐ Exterior Maintenance
- ☐ Fiber Optics
- ☐ Grounds Maintenance
- ☐ Insurance
- ☐ Lake/Pond
- ☐ Neighborhood Lights
- ☐ Parking
- ☐ Playground
- ☐ Pool
- ☐ Road Maintenance
- ☐ Roof
- ☐ Sewer
- ☐ Snow Removal
- ☐ Taxes
- ☐ Tennis
- ☐ Trash
- ☐ Water
- ☐ Other

To Show (R)

- ☐ 24-Hour Notice
- ☐ Appointment Only
- ☐ Beware of Dog
- ☐ Call Agent
- ☐ Call Office
- ☐ Call Sellers
- ☐ Coded Lockbox
- ☐ Don't Let Pets Out
- ☐ Key at Office
- ☐ Supra Lockbox
- ☐ Occupied
- ☐ Restricted Hours
- ☐ ShowingTime
- ☐ Sign
- ☐ Text Listing Agent
- ☐ Tenants
- ☐ Vacant

Attached Docs to DocBox (R)

- ☐ Bank Docs. To Sign
- ☐ Covenants/Restrict.
- ☐ Disclosure
- ☐ Easements
- ☐ Home Inspection
- ☐ HOA Package
- ☐ Info Sheet
- ☐ Lead Base Paint
- ☐ Radon
- ☐ Survey/Plat
- ☐ Tax Map
- ☐ Termite Contract
- ☐ Warranty Program
- ☐ Relo

Disability Features

- ☐ Door(s)
- ☐ Grab Bar(s)
- ☐ Kitchen Cabinets
- ☐ Accessible w/Ramp
- ☐ Shower
- ☐ Walk-In Tub
- ☐ Other