



\*All fields marked with an asterisk (\*) and Bold Text are required. (Lookup) fields provide a list from which to select. (Range) fields allow Low-to-High values for searching.

<b>*TYPE</b> <input type="checkbox"/> Real Estate Only <input type="checkbox"/> Business Opportunity <input type="checkbox"/> Real Estate & Business	<b>*County:</b> _____ <b>*Asking Price \$:</b> _____ (#4) (Range Search) <b>*Address:</b> _____ <small>St. # St. Dir. *Street Name</small> <b>Address2:</b> _____ (25) <b>*City:</b> _____ (25) <b>State:</b> _____ (2) <b>ZIP+4:</b> _____	<b>*STATUS</b> <input checked="" type="checkbox"/> Active  <b>*FOR SALE or LEASE</b> <input type="checkbox"/> For Sale <input type="checkbox"/> For Lease
<b>*IDX</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> X (Yes, without address)		

**MAKE SELECTIONS UNDER EACH OF THE FOLLOWING KEYWORDS OR RANGE FIELDS**

<b>KEYWORDS</b>	<b>*SQ. FT. RANGE</b> <input type="checkbox"/> 1 - 1000 <input type="checkbox"/> 1001 - 1999 <input type="checkbox"/> 2000 - 3499 <input type="checkbox"/> 3500 - 4999 <input type="checkbox"/> 5000 - 7499 <input type="checkbox"/> 7500 - 9999 <input type="checkbox"/> 10000 - 12499 <input type="checkbox"/> 12500 - 14999 <input type="checkbox"/> 15000 - 19999 <input type="checkbox"/> 20000 +	<b>*OWNER CARRY</b> <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Submit	<b>*OCCUPIED BY</b> <input type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Vacant	<b>*SHOWING INSTRUCTIONS</b> <input type="checkbox"/> Call List Office <input type="checkbox"/> Call Agent <input type="checkbox"/> Call Owner <input type="checkbox"/> Call Tenant <input type="checkbox"/> Keysafe / Lockbox <input type="checkbox"/> Keys In Office <input type="checkbox"/> Leave Message / Use KS <input type="checkbox"/> See Remarks
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<b>GENERAL INFORMATION</b>	<b>*Advertise on Internet (Y / Yes, without address / N):</b> _____ (General Lookup)
	<b>*List Date:</b> ____/____/____ <b>*Expire Date:</b> ____/____/____
	<b>*List Agent:</b> _____ <b>Phone:</b> _____ List Office 1: _____ <b>Phone:</b> _____ List Agent 2: _____ <b>Phone:</b> _____ List Office 2: _____ <b>Phone:</b> _____
	<b>Commission to Buyers Agent % / \$:</b> _____ (5) <b>Variable Rate:</b> ____ (1)
	<b>Exclusive Agency:</b> ____ (1) <b>Selling Agent Bonus w/Broker Approval:</b> _____ (5)
	<b>*Legal:</b> _____ (100)
	<b>*Tax Code:</b> _____ (25)
	<b>Tax Info: Taxes:</b> _____ (10) <b>Tax Year:</b> _____ (4)
	<b>*Area:</b> _____ (10) (General Lookup)
	<b>*Number of Acres:</b> _____ (15) (Range)
	<b>*Lot Dimensions:</b> _____ (25) <b>*Zoning:</b> _____ (10)
	<b>*Total Sq. Ft.:</b> _____ (#4) (Range)
	<b>Leaseable Sq. Ft.:</b> _____ (25)
	<b>Property Name:</b> _____ (25)
	<b>*Year Built:</b> _____ (#2) (Range)
<b>Annual Gross Income:</b> _____ (9) <b>Annual Gross Expense:</b> _____ (8) <b>Annual Net Operating Income (NOI):</b> _____ (8)	
<b>Common Area Maintenance Charge:</b> _____ (1) <b>CAM Included Rent:</b> _____ (1) <b>CAM \$/SF.:</b> _____ (8)	
<b>Lease Term:</b> _____ (25)	
<b># Parking Spaces:</b> _____ (#2) (Range) <b># Auto Parking Spaces:</b> _____ (#2) (Range) <b># Semi Parking Spaces:</b> _____ (#2) (Range)	
<b># Tenants:</b> _____ (8)	
<b>Owner Name:</b> _____ (25) <b>Owner Phone:</b> _____ (15)	
<b>Tenant Name:</b> _____ (25) <b>Tenant Phone:</b> _____ (15)	
<b>*Directions:</b> _____ (200)	

<b>REMARKS</b>	Internet Remarks (512 Characters Only) _____
	Confidential REALTOR ® Addendum _____

I have reviewed this information and find it accurate to the best of my knowledge and have entered into an Exclusive Employment Agreement with the undersigned Broker:

Seller: \_\_\_\_\_ Date: \_\_\_\_\_ Seller: \_\_\_\_\_ Date: \_\_\_\_\_

I certify that I have a valid Exclusive Employment Agreement on this property and agree to the expiration date above and authorize the Santa Cruz County MLS to disseminate the above to its Subscribers according to its Rules and Regulations. In the event of a sale, the sale price terms will be disseminated.

Agent: \_\_\_\_\_ Date: \_\_\_\_\_ Broker: \_\_\_\_\_ Date: \_\_\_\_\_

**The information contained herein is deemed reliable but not guaranteed**

Features: select all that apply.

**A. BROCHURE AVAILABLE**  
 1 Y Yes  
 2 N No

**B. SELLER DISCLOSURE**  
 1 Y Yes  
 2 N No

**C. FLOOD ZONE**  
 1 ZC Zone C/D  
 2 ZB Zone B  
 3 ZA Zone A  
 4 TB TBD  
 5 EC Elev. Cert.  
 6 SR See Remarks

**D. LEASED**  
 1 AL All  
 2 PT Partial  
 3 NO None

**E. DOCK**  
 1 TK Truck  
 2 RL Rail  
 3 OT Other

**F. ROOF TYPE**  
 1 SH Shingle  
 2 TI Tile  
 3 CO Composite  
 4 BG Built Up Gravel  
 5 RL Roll  
 6 MT Metal  
 7 SK Shake  
 8 BU Built Up w/Ctnng  
 9 SR See Remarks

**G. EXTERIOR**  
 1 ST Stucco  
 2 SB Slump Block  
 3 BR Brick  
 4 SF Stone Face  
 5 WS Wood Siding  
 6 MS Metal Siding  
 7 VS Vinyl Siding  
 8 OS Other Siding  
 9 SR See Remarks

**H. CONSTRUCTION**  
 1 SB Slump Block  
 2 SF Wood Frame  
 3 ST Steel Frame  
 4 CB Concrete Block  
 5 AD Adobe  
 6 EB Energy Block  
 7 EP Energy Panels  
 8 SR See Remarks

**I. HAZARDOUS MATERIALS**  
 1 AS Asbestos  
 2 LP Lead Paint  
 3 RD Radon  
 4 NO None  
 5 UK Unknown  
 6 SR Yes-See Remarks

**J. ROOF WARRANTY**  
 1 Y Yes  
 2 N No  
 3 TR Transferable  
 4 UK Unknown

**K. ROAD TYPE**  
 1 PV Paved  
 2 CS Chip/Seal  
 3 GD Gravel/Dirt  
 4 SR See Remarks

**L. FENCED PARKING**  
 1 Y Yes  
 2 N No

**M. WAREHOUSE STORAGE**  
 1 DR Dry  
 2 FR Fresh  
 3 CO Cold  
 4 FZ Frozen  
 5 OT Other

**N. FENCED STORAGE**  
 1 Y Yes  
 2 N No

**O. ROAD MAINTENANCE**  
 1 CI City  
 2 CO County  
 3 OM Owner Maintenance  
 4 NO None  
 5 SR See Remarks

**P. FLOOR COVERING**  
 1 CC Concrete  
 2 CP Carpet  
 3 CT Ceramic Tile  
 4 VL Vinyl/Linoleum  
 5 HW Hardwood  
 6 OT Other

**Q. DOOR HEIGHT (FT.)**  
 1 8 8  
 2 10 10  
 3 12 12  
 4 >12 >12  
 5 SR See Remarks

**R. DOOR WIDTH (FT.)**  
 51 3 3  
 52 4 4  
 53 6 6  
 54 8 8  
 55 10 10  
 56 12 12  
 57 >12 >12

**S. CEILING HEIGHT**  
 1 8 8  
 2 10 10  
 3 12 12  
 4 >12 >12  
 5 SR See Remarks

**T. INTERIOR FEATURES**  
 1 AS Alarm System  
 2 FS Fire Sprinkler  
 3 PH Phone System  
 4 IC Intercom  
 5 CF Ceiling Fan(s)  
 6 HA Handicap Access  
 7 SD Smoke Detector  
 8 SR See Remarks

**U. CONFORM TO ADA**  
 1 Y Yes  
 2 N No  
 3 UK Unknown

**V. FLOORPLAN AVAILABLE**  
 1 Y Yes  
 2 N No

**W. MAIN HEAT**  
 1 FG FAGH  
 2 FE FAEH  
 3 HP Heat Pump  
 4 GP Gas Pac  
 5 RD Radiant Heat  
 6 WL Wall  
 7 BB Baseboard  
 8 OT Other  
 9 NO None  
 10 SR See Remarks

**X. MAIN COOLING**  
 1 EV Evaporative  
 2 CT Central A/C  
 3 WN Window A/C  
 4 HP Heat Pump  
 5 DC Dual Cooling  
 6 NO None  
 7 SR See Remarks

**Y. ELECTRIC**  
 1 AP APS  
 2 UN Unisource  
 3 NO None  
 4 SL Solar  
 5 TP Tenant Pays  
 6 OP Owner Pays  
 7 OT Other  
 8 SR See Remarks

**Z. GAS**  
 1 NT Natural  
 2 PP Propane  
 3 TP Tenant Pays  
 4 OP Owner Pays  
 5 NO None  
 6 SR See Remarks

**ZA. TRASH**  
 1 CI City  
 2 PC Private Company  
 3 OP Owner Pays  
 4 TP Tenant Pays  
 5 NO None

**ZB. WATER**  
 1 CI City  
 2 WC Water Company  
 3 PW Private Well  
 4 TP Tenant Pays  
 5 OP Owner Pays  
 6 SR See Remarks

**ZC. SEWER**  
 1 CI City  
 2 SP Septic  
 3 TP Tenant Pays  
 4 OP Owner Pays  
 5 SR See Remarks

**ZD. PROPERTY TAXES**  
 1 TP Tenant Pays  
 2 OP Owner Pays

**ZE. STRUCTURE INSURANCE**  
 1 TP Tenant Pays  
 2 OP Owner Pays

**ZF. TERMS**  
 1 CA Cash  
 2 VA VA  
 3 FH FHA  
 4 CV Conventional  
 5 WR Wrap  
 6 OW Owner Carry  
 7 LO Lease Option  
 8 EX Exchange  
 9 AS Assumption  
 10 SA Submit All

**ZG. CURRENT USE**  
 1 RT Retail  
 2 OF Office  
 3 RE Restaurant  
 4 HM Hotel/Motel  
 5 SC Shopping Center  
 6 IN Industrial  
 7 WH Warehouse  
 8 AP Apartments  
 9 OT Other

**ZH. DOCUMENTS ON FILE**  
 1 LG Legal  
 2 SV Survey  
 3 SP Surveyed Plat  
 4 DR Deed Restrictions  
 5 PH Photos  
 6 TM Topographic Map  
 7 AP Appraisal  
 8 LS Leases  
 9 EA Easements  
 10 AR Aerial Photo  
 11 SA Soil Analysis  
 12 IC Income Status  
 13 WA Water Analysis  
 14 WL Well Agreement  
 15 RM Road Maint. Agreement  
 16 DW DWR Regulations  
 17 MP Maps  
 18 SR See Remarks

**ZI. FENCING**  
 1 BW Barbed Wire  
 2 BL Block  
 3 CL Chain Link  
 4 EL Electric  
 5 FR Fair  
 6 GD Good  
 7 PR Poor  
 8 NO None  
 9 OT Other  
 10 ST Stone  
 11 SR See Remarks

**ZJ. FINANCIAL AVAILABLE**  
 1 BK Books  
 2 PR Production Record  
 3 OR Other Records

**ZL. POSSESSION**  
 1 NG Negotiable  
 2 RC Recording  
 3 IM Immediate  
 4 30 30 Day Tenant  
 5 SR See Remarks

**ZM. WATER MANAGEMENT**  
 1 IN Irrig Non Expansion Area  
 2 AM Active Management Area  
 3 OT Other  
 4 NO None  
 5 SR See Remarks

Sellers Initials: \_\_\_\_\_  
Sellers Initials: \_\_\_\_\_