

# GCLRA ROAMMLS Lease Input Form

\*Denotes required information that must be provided.

MLS #

**Address Information**

\*Street Number  Pre Direction  \*Street Name  Unit #  \*Street Suffix

N,S,E,W

Alley, Avenue, Boulevard, Circle, Court, Cove, Drive, Drive East, Drive West, Heights, Highway, Lane, Loop, None, Other, Park, Parkway, Pass, Place, Plaza, Point, Road, Row, Square, Street, Terrace, Trace, Trail, Walk, Way

Lot #  \*State  \*Parish  \*City  Subdivision

AL, MS, LA, OT

Neighborhood

\*City Limit Y/N  \*Zip  Zip +4

\*Parcel Number  \*Bounding Street

**Listing Information**

\*Listing Type  \*Lease Type  \*Sub Type (max values = 3)

ERS-Exclusive Right to Sell Listing  
ERSP-Exclusive Right to Sell Listing w/ Named Prospects  
EA-Exclusive Agency Listing

COMM-Commercial  
IND-Industrial  
RES-Residential

3Plex  
 4Plex  
 APT-Apartment  
 CND-Condo  
 COR-Corp Rentals  
 DUP-Duplex/Dbi  
 HOT-Hotel  
 MOT-Motel

OFC-Office  
 OTH-Other  
 RET-Retail  
 RES-Restaurant  
 SNG-Single Family  
 SHP-Shopping Ctr  
 TNH-Townhouse  
 VLD-Vacant Land

WHS-Warehouse

\*List Price  Association

Directions

**General Information**

\*Appx Living Sqft  \*Sqft Source  Stories  Yr Rem/Yr Ren/Yr Bit  \*Approx Age

Appraisal, Architect, Condo Documents, Measured, Tax Records

Age Description 1  Age Description 2  Wtrfrnt Nav Y/N  Waterfront  Acres

New  
Resale  
Fixer Upper  
Tear Down

Condition  Lot Size  Elevation Cert Avail Y/N

New, Excellent, Very Good, Average, Fair, Poor

Green Bldg Cert Attached Y/N  \*Water  \*Electricity  \*Gas  \*Sewer Type  Zoning

None, Public, Well  
Cleco, Entergy, Other, WST  
Butane, Natural, None, Propane  
City, None, Septic, Treatment Plant, Utility Co

Term  \*Option To Buy Y/N  \*ADA Features Y/N  \*Security Deposit  \*Measure Apx Not Guaranteed Y/N  \*Possession Date

<p><b>Construction Materials</b> (max values = 3)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Asbestos</li> <li><input type="checkbox"/> Aluminum Siding</li> <li><input type="checkbox"/> Block</li> <li><input type="checkbox"/> Brick</li> <li><input type="checkbox"/> Block Siding</li> <li><input type="checkbox"/> Brick Veneer</li> <li><input type="checkbox"/> Blue Wood Siding</li> <li><input type="checkbox"/> Cedar</li> <li><input type="checkbox"/> Cinder Block</li> <li><input type="checkbox"/> Concrete</li> <li><input type="checkbox"/> Curtain</li> <li><input type="checkbox"/> Frame</li> <li><input type="checkbox"/> Hardy Plank</li> <li><input type="checkbox"/> Hardboard Siding</li> <li><input type="checkbox"/> Insulated Concrete Forms</li> <li><input type="checkbox"/> Log</li> <li><input type="checkbox"/> Metal</li> <li><input type="checkbox"/> Modular/Panelized Const</li> <li><input type="checkbox"/> Other</li> <li><input type="checkbox"/> Reclaimed Materials</li> <li><input type="checkbox"/> Straw Bale</li> <li><input type="checkbox"/> Siding</li> <li><input type="checkbox"/> Structural Insulated Panels</li> <li><input type="checkbox"/> Stucco</li> <li><input type="checkbox"/> Vinyl Siding</li> <li><input type="checkbox"/> Wood Siding</li> </ul>	<p><b>Exterior Features</b> (max values = 8)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Balcony</li> <li><input type="checkbox"/> Boat/RV Parking</li> <li><input type="checkbox"/> Bayou</li> <li><input type="checkbox"/> Creek</li> <li><input type="checkbox"/> Canal</li> <li><input type="checkbox"/> Courtyard</li> <li><input type="checkbox"/> Dock</li> <li><input type="checkbox"/> Driveway Permeable Surface</li> <li><input type="checkbox"/> Fence</li> <li><input type="checkbox"/> Lake</li> <li><input type="checkbox"/> Outdoor Ent Area BeyAvgPatio</li> <li><input type="checkbox"/> Outdoor Kitchen</li> <li><input type="checkbox"/> Outdoor Shower</li> <li><input type="checkbox"/> Outdoor Speakers</li> <li><input type="checkbox"/> Pond</li> <li><input type="checkbox"/> Porch</li> <li><input type="checkbox"/> Porch Screened In</li> <li><input type="checkbox"/> Pier</li> <li><input type="checkbox"/> River</li> <li><input type="checkbox"/> Security Cameras</li> <li><input type="checkbox"/> Sprinkler System</li> <li><input type="checkbox"/> Tennis Court</li> <li><input type="checkbox"/> TV/Monitor</li> <li><input type="checkbox"/> Window Screens</li> </ul>	<p><b>Additional Features</b> (max values = 8)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Approved Housing</li> <li><input type="checkbox"/> Attic Fan</li> <li><input type="checkbox"/> Butlers Pantry</li> <li><input type="checkbox"/> Cable TV</li> <li><input type="checkbox"/> Carbon Monoxide Det</li> <li><input type="checkbox"/> Cathedral Ceilings</li> <li><input type="checkbox"/> Ceiling Fan</li> <li><input type="checkbox"/> Central Vacuum</li> <li><input type="checkbox"/> Dehumidifier</li> <li><input type="checkbox"/> Disability Features</li> <li><input type="checkbox"/> Electric Garage</li> <li><input type="checkbox"/> Elevator</li> <li><input type="checkbox"/> Granite Counters</li> <li><input type="checkbox"/> Guest Suite</li> <li><input type="checkbox"/> Hydro Tub</li> <li><input type="checkbox"/> Intercom</li> <li><input type="checkbox"/> Multiple Attics</li> <li><input type="checkbox"/> No Carpet</li> <li><input type="checkbox"/> Outdoor Kitchen</li> <li><input type="checkbox"/> Pantry</li> <li><input type="checkbox"/> Pool</li> <li><input type="checkbox"/> Public Transportation</li> <li><input type="checkbox"/> Pull Down Attic Stairs</li> </ul>	<p><b>Appliances Included</b> (max values = 8)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Cook Top</li> <li><input type="checkbox"/> Double Oven</li> <li><input type="checkbox"/> Dryer</li> <li><input type="checkbox"/> Disposal</li> <li><input type="checkbox"/> Dishwasher</li> <li><input type="checkbox"/> Ice Maker</li> <li><input type="checkbox"/> Microwave</li> <li><input type="checkbox"/> Oven</li> <li><input type="checkbox"/> Range</li> <li><input type="checkbox"/> Refrigerator</li> <li><input type="checkbox"/> Range/Oven</li> <li><input type="checkbox"/> Trash Masher</li> <li><input type="checkbox"/> Washer</li> <li><input type="checkbox"/> Wine Cooler</li> </ul>
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\*Air (max values = 2)

- One
- Two
- Three or More
- Central
- Ductless Wall Unit
- Geothermal
- Heat Pump
- None
- Other
- Window Unit

\*Heat (max values = 2)

- One
- Two
- Three or More
- Central
- Ductless Wall Unit
- Floor
- Gas
- Geothermal
- Heat Pump
- None
- Other
- Window Unit

\* Lot Description (max values = 2)

- 1-5 Acres
- 6-10 Acres
- 11-20 Acres
- 20+ Acres
- Acre
- Condo
- Corner
- Cul-De-Sac
- Farm
- Gated Community
- Golf Course Community
- Golf Course Front
- Golf Course View
- Irregular
- Levee
- Oversized
- Pasture
- Patio/Garden Home
- Regular

Foundation (max values = 2)

- Other
- Raised
- Slab

Energy Efficient Features (max values = 5)

- 3rd Party Certification
- Enhanced Air Filtration
- Energy Star Appliances
- HVAC 16Seer+
- Water Heater
- Insulation
- Native/Drought Resistant Landscaping Low
- Flow Plumbing
- Lighting
- Solar
- Windows

\* Car Storage (max values = 3)

- One
- Two
- Three or More
- Assigned
- Attached
- Carport
- Covered
- Detached
- Driveway Only
- Garage
- Lot
- None
- Off Street Parking

Car Storage 3

**Remarks**

Public Remarks for Website and Public Viewing

Agent Remarks

**Residential Information**

Style  \*Bedrooms  \*Bath Full  \*Bath Half  \*Total Square Ft

Acadian, Arts & Crafts, Boat House, Camelback, Camp, Cape Cod, Center Hall, Colonial, Contemporary, Cottage, Craftsman, Creole Cottage, Creole French Colonial, Creole Townhouse, Farm, French Country, French Provincial, Georgian, Log Home, Mid Century Modern, Mobile Home, Modular, Other, Party Wall double, Ranch, Raised Basement, Shot Gun, Spanish, Split Level, Townhouse, Traditional, Tudor, Victorian

Pet Restrictions Y/N

\*Pets Allowed

- Cat
- Dog
- None
- Other

Pets Deposit

Utilities Paid By

Water  Electric  Gas  Section 8 Allowed Y/N  Furnished Y/N  Pool (max values = 2)

Owner Tenant Owner Tenant Owner Tenant

Above Ground  Inground  
 Community  None  
 Heated  Salt Water  
 Heated Solar

Elementary School

Middle School

Junior School

High School

**Commercial Information**

Whse Sqft  Office Sqft  Sqft Min  Sqft Max  Electrical Phase  Electrical Volts  Electrical Amps

Lease Includes (max values = 4)

- Building
- Equipment
- Land
- Other

Expenses Paid By:

Utilities  Janitorial  Real Estate Tax  Insurance

Owner Tenant Owner Tenant Owner Tenant Owner Tenant

Dock Y/N

Ceiling Height

# Doors

Eave Height

**Listing Office/Financial Information**

*List Agent MLS ID	*Agent Name	Phone	Email	Office Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
List Broker Code	Office Phone			
<input type="text"/>	<input type="text"/>			
Co Agent MLS ID	Co Agent Name	Phone	Email	Office name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Co List Broker Code	Office Phone			
<input type="text"/>	<input type="text"/>			

**Listing & Compensation**

*Commission TCMP Type	*Comm To Coop Member	*Shown by (max values = 2)	Shown By 2	Appointment Contact Phone
<input type="text"/>	<input type="text"/>			<input type="text"/>
\$ %		<input type="checkbox"/> Appointment <input type="checkbox"/> Key <input type="checkbox"/> Vacant <input type="checkbox"/> Drive By <input type="checkbox"/> GSREIN BT Box Only	<input type="checkbox"/> Walk Through <input type="checkbox"/> Showing Time <input type="checkbox"/> Sentrilock <input type="checkbox"/> Combination <input type="checkbox"/> None	<input type="checkbox"/> 24 Hour Access <input type="checkbox"/> Customized Hours <input type="checkbox"/> Damaged Not Able to be Shown <input type="checkbox"/> Standard 8am-9pm or Daylight 9am-10pm

Occupied by Whom

*VOW Y/N	*Public Address Y/N	*VOW Comments Y/N	*VOW AVM Y/N	*Internet Y/N	*IDX Websites Y/N
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

*Entered By	*Entered Where	*How Commission Paid	*When Commission Paid
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Board Office	Annual Other	

**Office Special Information**

Owner Name	Home Phone	Other Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>
Spouse Name	Home Phone	Other Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>
Occupant Name	Home Phone	Other Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>
Seller Email Address		
<input type="text"/>		

Key #	Keybox #	Alarm Code	Alarm Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**List/Date**

*List Date	*Expiration Date
<input type="text"/>	<input type="text"/>

**Showing Instructions**

Showing Instructions (66 characters)

Showing Assist Showing Instructions (170 Characters)

Property Panorama Y/N

InstaView Multi-Media

Unbranded Virtual Tour

**Additional Room Information**

*Room Type	*Dimension 1	*Dimension 2	Ceiling Height	Flooring
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Bedroom, Den, Breakfast, Dining, Foyer, Kitchen, Game Room, Laundry, Keeping Room, Living, Library, Primary Bedroom, Loft, Primary Bathroom, Media, Mud Room, Office, Other, Playroom, Study, Sunroom, Parlor, Sitting Room, Dressing Room, Patio, Porch, Storage

Level

Lower  
Upper

Bamboo  
Brick  
Carpet  
Cork  
Engineered Wood  
Green Label Certified Carpet  
Laminate Wood  
Linoleum-Natural,  
Locally Harvested or Salvaged Wood

Marble  
Natural Stone  
Other  
Stained/Scored Concrete  
Sustainably Harvested Cert. Wood  
Terrazzo  
Tile  
Vinyl  
Vinyl Wood Plank  
Wood

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