

\*Denotes required fields

**ADDRESS INFORMATION**

\*Street #: \_\_\_\_\_ Pre-Direction:             \*Street Name: \_\_\_\_\_ Unit #: \_\_\_\_\_ \*Street Suffix: \_\_\_\_\_

Lot #: \_\_\_\_\_ \*State: \_\_\_\_\_ \*Parish: \_\_\_\_\_ \*City: \_\_\_\_\_

Subdivision: \_\_\_\_\_ \*City Limit:    Yes    No \*Zip: \_\_\_\_\_

Neighborhood: \_\_\_\_\_ \*Parcel #: \_\_\_\_\_

\*Bounding Streets: \_\_\_\_\_

<input type="checkbox"/> Alley	<input type="checkbox"/> Avenue	<input type="checkbox"/> Boulevard
<input type="checkbox"/> Circle	<input type="checkbox"/> Court	<input type="checkbox"/> Cove
<input type="checkbox"/> Drive	<input type="checkbox"/> Drive East	<input type="checkbox"/> Drive West
<input type="checkbox"/> Heights	<input type="checkbox"/> Highway	<input type="checkbox"/> Lane
<input type="checkbox"/> Loop	<input type="checkbox"/> None	<input type="checkbox"/> Other
<input type="checkbox"/> Park	<input type="checkbox"/> Parkway	<input type="checkbox"/> Pass
<input type="checkbox"/> Place	<input type="checkbox"/> Plaza	<input type="checkbox"/> Point
<input type="checkbox"/> Road	<input type="checkbox"/> Row	<input type="checkbox"/> Square
<input type="checkbox"/> Street	<input type="checkbox"/> Terrace	<input type="checkbox"/> Trace
<input type="checkbox"/> Walk	<input type="checkbox"/> Way	

**LISTING INFORMATION**

\*Dwelling Type:

<input type="checkbox"/> Condominium	<input type="checkbox"/> Single Family Attached (townhouse)	<input type="checkbox"/> Single Family- Detached	<input type="checkbox"/> Single Family Garden Patio Homes
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\*Listing Type:

<input type="checkbox"/> Auction	<input type="checkbox"/> Exclusive Right to Sell Listing	<input type="checkbox"/> Exclusive Right to Sell Listing w/Named Prospects	<input type="checkbox"/> Exclusive Agency Listing
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\*List Price: \_\_\_\_\_ Association: \_\_\_\_\_

Directions: \_\_\_\_\_

Legal Description: \_\_\_\_\_

**GENERAL INFORMATION**

\*Style:

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

\*Appx SqFt Living Area: \_\_\_\_\_ \*Appx SqFt Total Area: \_\_\_\_\_ \*Stories: \_\_\_\_\_ \*Year Remodel/Year Renovated/Year Built: \_\_\_\_\_

\*SqFt Source:

<input type="checkbox"/> Architect	<input type="checkbox"/> Appraisal	<input type="checkbox"/> Condo Documents	<input type="checkbox"/> Measured	<input type="checkbox"/> Tax Record
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\*Condition:

<input type="checkbox"/> New	<input type="checkbox"/> Excellent	<input type="checkbox"/> Very Good	<input type="checkbox"/> Average	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
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\*Age Description 1:

<input type="checkbox"/> New	<input type="checkbox"/> Resale	<input type="checkbox"/> Fixer Upper	<input type="checkbox"/> Tear Down
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\*Age Description 2:

<input type="checkbox"/> Age Unknown	<input type="checkbox"/> All Original	<input type="checkbox"/> Historical	<input type="checkbox"/> None
<input type="checkbox"/> Renovated Structure-All Major mechanical systems	<input type="checkbox"/> Renovated-Cosmetic Changes at least 50% total living area	<input type="checkbox"/> Under renovation	

\*Approx Age: \_\_\_\_\_ \*Bedrooms: \_\_\_\_\_ \*Bath Full: \_\_\_\_\_ \*Bath Half: \_\_\_\_\_ Acres: \_\_\_\_\_ Lot Size: \_\_\_\_\_

\*Water:

<input type="checkbox"/> None	<input type="checkbox"/> Public	<input type="checkbox"/> Well
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\*Electricity:

<input type="checkbox"/> Cleco	<input type="checkbox"/> Entergy	<input type="checkbox"/> Other	<input type="checkbox"/> WST
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\*Gas:

<input type="checkbox"/> Butane	<input type="checkbox"/> Natural	<input type="checkbox"/> None	<input type="checkbox"/> Propane
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\*Sewer Type:

<input type="checkbox"/> City	<input type="checkbox"/> None	<input type="checkbox"/> Septic	<input type="checkbox"/> Treatment Plant	<input type="checkbox"/> Utility Co
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\*Elevation Certificate:    Yes    No

\*Construction Material (Max values = 3)

<input type="checkbox"/> Asbestos	<input type="checkbox"/> Aluminum Siding	<input type="checkbox"/> Block	<input type="checkbox"/> Block Siding	<input type="checkbox"/> Brick	<input type="checkbox"/> Brick Veneer	<input type="checkbox"/> Blue Wood Siding
<input type="checkbox"/> Cedar	<input type="checkbox"/> Cinder Block	<input type="checkbox"/> Concrete	<input type="checkbox"/> Curtain	<input type="checkbox"/> Fiber	<input type="checkbox"/> Cement	<input type="checkbox"/> Fiber Cement
<input type="checkbox"/> Frame	<input type="checkbox"/> Glass	<input type="checkbox"/> Hardy Plank	<input type="checkbox"/> Hardboard Siding	<input type="checkbox"/> Insulated Concrete	<input type="checkbox"/> Log	<input type="checkbox"/> Masonite
<input type="checkbox"/> Metal	<input type="checkbox"/> Modular/Panelized	<input type="checkbox"/> Other	<input type="checkbox"/> Reclaimed Materials	<input type="checkbox"/> Straw Bale	<input type="checkbox"/> Shingle/Shake	<input type="checkbox"/> Siding
<input type="checkbox"/> Stone	<input type="checkbox"/> Structural Insulated Pls	<input type="checkbox"/> Synthetic Stucco	<input type="checkbox"/> Stucco	<input type="checkbox"/> Vinyl Siding	<input type="checkbox"/> Wood Siding	

\*Lot Description (Max Values = 2)

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

\*Car Storage (Max Values = 3)

<input type="checkbox"/> One	<input type="checkbox"/> Two	<input type="checkbox"/> Three or More	<input type="checkbox"/> Assigned	<input type="checkbox"/> Attached	<input type="checkbox"/> Carport	<input type="checkbox"/> Covered
<input type="checkbox"/> Detached	<input type="checkbox"/> Driveway Only	<input type="checkbox"/> Garage	<input type="checkbox"/> Lot	<input type="checkbox"/> None	<input type="checkbox"/> Off Street Parking	

\*Roof (Max Values = 2)

<input type="checkbox"/> Asbestos	<input type="checkbox"/> Asphalt	<input type="checkbox"/> Dura Slate	<input type="checkbox"/> Energy Star Rated Material	<input type="checkbox"/> Flat	<input type="checkbox"/> Gravel	<input type="checkbox"/> Green Living
<input type="checkbox"/> Membrane	<input type="checkbox"/> Metal	<input type="checkbox"/> Other	<input type="checkbox"/> Reflective Metal	<input type="checkbox"/> Rolled	<input type="checkbox"/> Shake	<input type="checkbox"/> Shingle
<input type="checkbox"/> Slate	<input type="checkbox"/> Wood					

**GCLRA ROAM MLS Listing Input Form**

**Residential**

\*Denotes required fields

\*Foundation:

<input type="checkbox"/> Other	<input type="checkbox"/> Raised	<input type="checkbox"/> Slab	
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Elementary School: \_\_\_\_\_ Middle School: \_\_\_\_\_ Junior School: \_\_\_\_\_ High School: \_\_\_\_\_

Builder: \_\_\_\_\_ Home Owner Association Fee: \_\_\_ No \_\_\_ Optional \_\_\_ Yes Home Owner Fee \$: \_\_\_\_\_

Home Owner Fee Terms:

<input type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Semi Annual	<input type="checkbox"/> Annually
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Sold As is Waiver of Redhibition: \_\_\_ Yes \_\_\_ No

Measure Apx Not Guaranteed: \_\_\_ Yes \_\_\_ No

Sold with Covenants/Restrictions \_\_\_ Yes \_\_\_ No \_\_\_ Unknown

**REMARKS**

Public Remarks for Public Viewing (characters 2000)


Agent Remarks (characters 2000)


**ROOM INFORMATION – (Required for Kitchen, Bedrooms & Living Rooms)**

*Room Type	*Dimension 1	*Dimension 2	Ceiling Height	Flooring (see options below)	*Level
*Kitchen					
*Living Room					
*Primary Bedroom					
*Bedroom					
*Bedroom					
*Bedroom					
Breakfast					
Den					
Dining					
Dressing Room					
Game Room					
Keeping Room					
Laundry					
Library					
Loft					
Media					
Mud Room					
Office					
Other					
Parlor					
Patio					
Playroom					
Porch					
Sitting Room					
Storage					
Study					
Sunroom					

Flooring: 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

Level: Lower or Upper

**OTHER FEATURES**

\*Home Warranty: \_\_\_ Yes \_\_\_ No    Apartment: \_\_\_ Yes \_\_\_ No    \*Termite Contract: \_\_\_ Yes \_\_\_ No    Water Navigable: \_\_\_ Yes \_\_\_ No  
 Rear Yard Vehicle Access: \_\_\_ Yes \_\_\_ No    Bus Service: \_\_\_\_\_    Spa: \_\_\_ Inside \_\_\_ None \_\_\_ Outside    \*ADA Features: \_\_\_ Yes \_\_\_ No

Water Front:

<input type="checkbox"/> Water Front	<input type="checkbox"/> Water Access Community	<input type="checkbox"/> Water View
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Total Units in Complex: \_\_\_\_\_ Club House: \_\_\_ Yes \_\_\_ No    Monthly Town Home Fee: \_\_\_\_\_ Common Area Maint: \_\_\_ Yes \_\_\_ No

Exterior Ins: \_\_\_ Yes \_\_\_ No    Green Building Certificate Attached: \_\_\_ Yes \_\_\_ No

# GCLRA ROAM MLS Listing Input Form

**Residential**

\*Denotes required fields

\*Heat (Max Values = 2)

<input type="checkbox"/> One	<input type="checkbox"/> Two	Three or More	Central	Ductless Wall Unit	Floor	Gas
<input type="checkbox"/> Geothermal	<input type="checkbox"/> Heat Pump	None	Other	Window Unit		

Additional Features (Max Values = 8)

<input type="checkbox"/> Attic Fan	<input type="checkbox"/> Butlers Pantry	<input type="checkbox"/> Cable TV	<input type="checkbox"/> Carbon Monoxide Detector	<input type="checkbox"/> Cathedral Ceilings	<input type="checkbox"/> Ceiling Fan
<input type="checkbox"/> Central Vacuum	<input type="checkbox"/> Dehumidifier	<input type="checkbox"/> Disability Features	<input type="checkbox"/> Electric Garage	<input type="checkbox"/> Elevator	<input type="checkbox"/> Granite Counters
<input type="checkbox"/> Guest Suite	<input type="checkbox"/> Hydro Tub	<input type="checkbox"/> Intercom	<input type="checkbox"/> Multiple Attics	<input type="checkbox"/> No Carpet	<input type="checkbox"/> Outdoor Kitchen
<input type="checkbox"/> Pantry	<input type="checkbox"/> Public Transportation	<input type="checkbox"/> Security System	<input type="checkbox"/> Smart Home	<input type="checkbox"/> Smoke Alarm	<input type="checkbox"/> Sprinkler System
<input type="checkbox"/> Stainless Steel Appliances	<input type="checkbox"/> Stone Counters	<input type="checkbox"/> Storm Windows	<input type="checkbox"/> Tray Ceilings	<input type="checkbox"/> Vaulted Ceilings	<input type="checkbox"/> Walk-in Attics
<input type="checkbox"/> Washer/Dryer Hookups	<input type="checkbox"/> Wet Bar	<input type="checkbox"/> Whole House Generator	<input type="checkbox"/> Wired for Ethernet	<input type="checkbox"/> Wired for Surround Sound	

Exterior Features (Max Values = 8)

<input type="checkbox"/> Balcony	<input type="checkbox"/> Boat/RV Parking	<input type="checkbox"/> Bayou	<input type="checkbox"/> Creek	<input type="checkbox"/> Canal	<input type="checkbox"/> Courtyard	<input type="checkbox"/> Dock
<input type="checkbox"/> Driveway Permeable Surface	<input type="checkbox"/> Fence	<input type="checkbox"/> Lake	<input type="checkbox"/> Outdoor Entertainment Area	<input type="checkbox"/> Outdoor Kitchen	<input type="checkbox"/> Outdoor Shower	<input type="checkbox"/> Outdoor Speakers
<input type="checkbox"/> Pond	<input type="checkbox"/> Porch	<input type="checkbox"/> Porch Screened In	<input type="checkbox"/> Pier	<input type="checkbox"/> River	<input type="checkbox"/> Security Cameras	<input type="checkbox"/> Sprinkler System
<input type="checkbox"/> Tennis Court	<input type="checkbox"/> TV/Monitor	<input type="checkbox"/> Window Screens				

Energy Efficient Features (Max Values = 5)

<input type="checkbox"/> 3 <sup>rd</sup> Party Certification	<input type="checkbox"/> Central Vacuum Enhanced Air Filtration	<input type="checkbox"/> Energy Star Appliances	<input type="checkbox"/> HVAC 16 Seer+	<input type="checkbox"/> Water Heater	<input type="checkbox"/> Insulation
<input type="checkbox"/> Low Flow Plumbing	<input type="checkbox"/> Lighting	<input type="checkbox"/> Central Vacuum Lighting	<input type="checkbox"/> Native/Drought Resist Landscaping	<input type="checkbox"/> Solar	<input type="checkbox"/> Windows

\*Fireplace (Max Values = 2)

<input type="checkbox"/> Gas	<input type="checkbox"/> None	<input type="checkbox"/> Other	<input type="checkbox"/> Wood	<input type="checkbox"/> Wood w/Gas Starter	
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Appliances Included (Max Values = 8)

<input type="checkbox"/> Cook Top	<input type="checkbox"/> Double Oven	<input type="checkbox"/> Dryer	<input type="checkbox"/> Disposal	<input type="checkbox"/> Dishwasher	<input type="checkbox"/> Ice Maker	<input type="checkbox"/> Microwave
<input type="checkbox"/> Oven	<input type="checkbox"/> Range	<input type="checkbox"/> Refrigerator	<input type="checkbox"/> Range/Oven	<input type="checkbox"/> Trash Masher	<input type="checkbox"/> Washer	<input type="checkbox"/> Wire Cooler

Patio (Max Values = 2)

<input type="checkbox"/> Brick	<input type="checkbox"/> Concrete	<input type="checkbox"/> Covered	<input type="checkbox"/> None	<input type="checkbox"/> Oversized	<input type="checkbox"/> Recycled Materials	<input type="checkbox"/> Permeable Surface
<input type="checkbox"/> Pavers	<input type="checkbox"/> Wood	<input type="checkbox"/> Yes				

Detached Structures (Max Values = 2)

<input type="checkbox"/> Barn	<input type="checkbox"/> Cabana	<input type="checkbox"/> Green House	<input type="checkbox"/> Guest House	<input type="checkbox"/> Kennels	<input type="checkbox"/> Other	<input type="checkbox"/> Shed
<input type="checkbox"/> Stable	<input type="checkbox"/> Workshop					

Pool Type (Max Values= 2)

<input type="checkbox"/> Above Ground	<input type="checkbox"/> Community	<input type="checkbox"/> Heated	<input type="checkbox"/> Heated Solar	<input type="checkbox"/> Inground	<input type="checkbox"/> None	<input type="checkbox"/> Salt Water
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\*Air (Max Value = 2)

<input type="checkbox"/> One	<input type="checkbox"/> Two	<input type="checkbox"/> Three or More	<input type="checkbox"/> Central	<input type="checkbox"/> Ductless Wall Unit	<input type="checkbox"/> Geothermal	<input type="checkbox"/> Heat Pump
<input type="checkbox"/> None	<input type="checkbox"/> Other	<input type="checkbox"/> Window Unit				

## OFFICE/FINANCIAL INFORMATION

\*List Agent MLS ID: \_\_\_\_\_ Agent Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Office Name: \_\_\_\_\_ List Broker Code: \_\_\_\_\_ Office Phone: \_\_\_\_\_  
 Co Agent MLS ID: \_\_\_\_\_ Co- Agent Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Office Name: \_\_\_\_\_ Co-List Broker Code: \_\_\_\_\_ Office Phone: \_\_\_\_\_

## LISTING & COMPENSATION

\*Commission TCMP Type: \_\_\_\$ \_\_\_% \*Comm to Coop Member: \_\_\_\_\_

\*Shown By (Max Values = 2)

<input type="checkbox"/> Appointment	<input type="checkbox"/> Key	<input type="checkbox"/> Vacant	<input type="checkbox"/> Drive By	<input type="checkbox"/> GSREIN Supra	<input type="checkbox"/> Walk Through	<input type="checkbox"/> ShowingTime
<input type="checkbox"/> Sentrilock	<input type="checkbox"/> Combination	<input type="checkbox"/> None				

Shown By 2:

<input type="checkbox"/> 24 Hour Access	<input type="checkbox"/> Customized Hours	<input type="checkbox"/> Standard *8am-9pm or Daylight (9am-10pm)	<input type="checkbox"/> Damaged Not Able to be Shown
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Appointment Contact Phone: \_\_\_\_\_

\*VOW: Y/N \*Public Address: Y/N \*VOW Comments: Y/N \*Internet: \_\_\_Yes\_\_\_ No \*IDX Websites: \_\_\_Yes\_\_\_ No

\*Entered By: \_\_\_\_\_ \*Entered Where: \_\_\_Board\_\_\_ Office

## FINANCIAL INFORMATION

Owner May Finance: \_\_\_Yes\_\_\_ No Bond for Deed: \_\_\_Yes\_\_\_ No \*Lse Purch Poss: \_\_\_Yes\_\_\_ No Potential Short Sale: \_\_\_Yes\_\_\_ No \_\_\_Unknown\_\_\_

\*3<sup>rd</sup> Party REO:

<input type="checkbox"/> Relocation Listing	<input type="checkbox"/> REO-Bank Owned Estate	<input type="checkbox"/> Neither	<input type="checkbox"/> HUD
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## OFFICE SPECIAL INFORMATION

Owner Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Spouse Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Occupant Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Seller Email Address: \_\_\_\_\_

Key #: \_\_\_\_\_ Keybox #: \_\_\_\_\_ Alarm Code: \_\_\_\_\_ Alarm Phone: \_\_\_\_\_

\*Denotes required fields

**LIST/DATE**

\*List Date: \_\_\_\_\_ \*Expiration Date: \_\_\_\_\_

**SHOWING INSTRUCTIONS**

Showing Instructions (66 characters):

\_\_\_\_\_

Showing Assist Showing Instructions (170 characters):

\_\_\_\_\_

Property Panorama: \_\_\_Yes \_\_\_ No

Insta View Multi-Media

\_\_\_\_\_

Unbranded Virtual Tour:

\_\_\_\_\_

**CONDO INFORMATION (If Condo then these fields are required)**

\*Condo Fee Monthly: \_\_\_\_\_ \*% Int in Common Elements: \_\_\_\_\_ Common Area Fee Included: \_\_\_Yes \_\_\_ No

\*Electric Fee Included: \_\_\_Yes \_\_\_ No \*Exterior Insure Fee Included: \_\_\_Yes \_\_\_ No \*Gas Fee Included: \_\_\_Yes \_\_\_ No

Water Fee Included: \_\_\_Yes \_\_\_ No Pet Restrictions: \_\_\_Yes \_\_\_ No \*Elevator: \_\_\_Yes \_\_\_ No

\*FHA/VA Approval: \_\_\_Yes \_\_\_ No Special Assessments: \_\_\_Yes \_\_\_ No Laundry Description: \_\_\_\_\_

Pools #: \_\_\_\_\_ Tennis Courts: \_\_\_Yes \_\_\_ No Tennis Courts #: \_\_\_\_\_

\*Pets Allowed:

Cat Dog None Other

\*Security:

Both Complex None Unit

\*Stories in Building: \_\_\_\_\_ Unit Level: \_\_\_\_\_ \*Number of Units: \_\_\_\_\_ Available Parking: \_\_\_\_\_

**SIGNATURES**

\_\_\_\_\_  
Seller's Signature Date Agent's Signature Date

\_\_\_\_\_  
Seller's Signature Date Broker/Participant's Signature Date