

“For Duplex & Multi-family Properties”

DIRECTIONS: Fields marked with an **R** require an answer. # = **Numeric** Only answer.

Fields w/choices: List of field choices may be found in Paragon

Non-LIM Company: Select per Company Policy

Paragon Tax Auto-Population: YES _____ NO _____

MLS Staff Use Only – do not write in this space

MLS# _____

Entered/Initials _____ LW

LISTING INFO:

R Firm / Office ID # [][][][][][][] R Agent ID # [][][][][][][] Ad Code [][][][][][]

Co-List Firm ID# [][][][][][][] Co-List Agent ID# [][][][][][][]

R Type of Property D=Duplex (2 Unit) M=Multi-Family (3 or more Units) R Total # of Units [][] R Total # of Bldgs [][]

R List Price [][][][][][][][]

R List Date [][] -- [][] -- [][][][][]

R Expiration Date [][] -- [][] -- [][][][][]

Delayed Showing Yes No

Date Showings Begin _____

(required if delayed showings=yes)

Owners Name []

R Cooperative Compensation-Commission Sub/Agt Broker [][][][][][][] % \$

R Cooperative Compensation-Commission Buyer/Broker [][][][][][][] % \$

Must enter a percentage (use decimals) of the gross selling price OR a definite dollar amount in at least one Commission field, and then check the box for % or \$.

R Variable Rate Commission Yes No

R Licensee Interest/Broker Own Yes No

R Contract Type: Exclusive Agency Exclusive Right to Sell Other

R Limited Service: Yes – RANW MLS PDF Document Attached (Required) No

R Named Exceptions Yes No

R Electronic Consent Yes No If yes, Seller has consented via email to the use of email as a means to make legal delivery of all Contracts & Docs related to their transaction. Please note delivery requires both Seller & Buyer electronic consent as mandated by law. Please refer to the **Private RMKS** for members only, for the delivery address.

Bank Owned/REO* Yes No ***These are Agent Only (not public)**

Potential Short Sale* Yes No ***These are Agent Only (not public)**

Relocation* Yes No ***These are Agent Only (not public)**

PROPERTY DETAILS

R County [][][][][][] []

R Taxing Municipality (legal description) []

R Tax Municipal Sub-Area Code [][] Required for Cities of Appleton, De Pere, Fond du Lac, Green Bay, Oshkosh

R School District Code [][][][][] #

R Street Number [][][][][][][] Direction [][]

R Street Name [] R Street Type [][][][]

*Enter Legal address. County and State Highways will be entered into Property Address 2 field as HWY for search purposes only.

Unit/Suite [][][][][][] R City (mailing address) []

R State [][] R Zip Code (9 digit) [][][][][][][] -- [][][][][][]

Property Address: _____ Firm/Office ID# _____

Finished Rooms only:

R UNIT 1

R Unit 1 SqFt Fin Est #

R Unit Level Lower Main Upper

R Unit 1 Location ex. Lower left

R # of Bedrooms #

R # Baths Full #

R # Baths Half #

R Heat Paid By Landlord Tenant

R Electric Paid By Landlord Tenant

R Water/Utility Paid By Landlord Tenant

R Rent/Vacant/Owner Occupied

Write Rent *OR* Vacant *OR* OwnOc

If Rented; enter \$ amount (must be > 0) \$

Lease Expiration Date / /

R UNIT 1

Finished Room Dimensions (Length x Width) REQUIRED for DUPLEX/2 UNITS – Round measurements down to the nearest whole foot. The Finished Room Dims are optional for 3+ Multi-Family units

Living /Great RM X

Family Room X

Dining Room X

Kitchen X

Bedroom 1 X

Bedroom 2 X

Bedroom 3 X

Laundry X

Descriptions for Other Finished Rooms

Other Room 1 x

Other Room 2 x

Other Room 3 x

Finished Other Rooms Descriptions; please write in above:		
Bedroom	Four Season Rm	Mud Room
Bonus RM	Foyer	Other – See Remarks
Den/Office	Game Room	Rec Room
Exercise Room	Loft	Theater Room

U1 = Unit 1 Miscellaneous Included Feature

<input type="checkbox"/> Air Conditioning	<input type="checkbox"/> Eat in Kitchen	<input type="checkbox"/> Primary Bath	<input type="checkbox"/> Separate Heat Control	<input type="checkbox"/> Wood Burning FP
<input type="checkbox"/> Balcony/Patio	<input type="checkbox"/> Furnished	<input type="checkbox"/> Pantry	<input type="checkbox"/> Separate Storage Incl.	<input type="checkbox"/> Wood/Simulated Wood Floors
<input type="checkbox"/> Dishwasher	<input type="checkbox"/> Gas Fireplace	<input type="checkbox"/> Range/Oven	<input type="checkbox"/> Vaulted Ceilings	
<input type="checkbox"/> Disposal	<input type="checkbox"/> In Unit Laundry	<input type="checkbox"/> Refrigerator	<input type="checkbox"/> Washer/Dryer	

U5 = Unit 1 Garage/Unit Description Feature (Required)

<input type="checkbox"/> 1 Car Garage - Attached	<input type="checkbox"/> 2 Car Garage – Attached	<input type="checkbox"/> 1 Space	<input type="checkbox"/> None
<input type="checkbox"/> 1 Car Garage - Detached	<input type="checkbox"/> 2 Car Garage – Detached	<input type="checkbox"/> 2 Spaces	
<input type="checkbox"/> 1 Car Garage - Carport	<input type="checkbox"/> 2 Car Garage - Carport		

Property Address: _____ Firm/Office ID# _____

Finished Rooms only:

R UNIT 2

R Unit 2 SqFt Fin Est #

R Unit Level Lower Main Upper

R Unit 2 Location ex. Lower left

R # of Bedrooms #

R # Baths Full #

R # Baths Half #

R Heat Paid By Landlord Tenant

R Electric Paid By Landlord Tenant

R Water/Utility Paid By Landlord Tenant

R Rent/Vacant/Owner Occupied
Write Rent *OR* Vacant *OR* OwnOc

If Rented; enter \$ amount (must be > 0) \$

Lease Expiration Date / /

R UNIT 2

Finished Room Dimensions (Length x Width) REQUIRED for DUPLEX/2 UNITS – Round measurements down to the nearest whole foot. The Finished Room Dims are optional for 3+ Multi-Family units

Living /Great RM X

Family Room X

Dining Room X

Kitchen X

Bedroom 1 X

Bedroom 2 X

Bedroom 3 X

Laundry X

Descriptions for Other Finished Rooms

Other Room 1 x

Other Room 2 x

Other Room 3 x

Finished Other Rooms Descriptions; please write in above:		
Bedroom	Four Season Rm	Mud Room
Bonus RM	Foyer	Other – See Remarks
Den/Office	Game Room	Rec Room
Exercise Room	Loft	Theater Room

U2 = Unit 2 Miscellaneous Included Feature

- | | | | | |
|---|--|--|---|---|
| <input type="checkbox"/> Air Conditioning | <input type="checkbox"/> Eat in Kitchen | <input type="checkbox"/> Primary Bath | <input type="checkbox"/> Separate Heat Control | <input type="checkbox"/> Wood Burning FP |
| <input type="checkbox"/> Balcony/Patio | <input type="checkbox"/> Furnished | <input type="checkbox"/> Pantry | <input type="checkbox"/> Separate Storage Incl. | <input type="checkbox"/> Wood/Simulated Wood Floors |
| <input type="checkbox"/> Dishwasher | <input type="checkbox"/> Gas Fireplace | <input type="checkbox"/> Range/Oven | <input type="checkbox"/> Vaulted Ceilings | |
| <input type="checkbox"/> Disposal | <input type="checkbox"/> In Unit Laundry | <input type="checkbox"/> Refrigerator | <input type="checkbox"/> Washer/Dryer | |

U6 = Unit 2 Garage/Unit Description Feature (Required)

- | | | | |
|--|--|-----------------------------------|-------------------------------|
| <input type="checkbox"/> 1 Car Garage - Attached | <input type="checkbox"/> 2 Car Garage – Attached | <input type="checkbox"/> 1 Space | <input type="checkbox"/> None |
| <input type="checkbox"/> 1 Car Garage - Detached | <input type="checkbox"/> 2 Car Garage – Detached | <input type="checkbox"/> 2 Spaces | |
| <input type="checkbox"/> 1 Car Garage - Carport | <input type="checkbox"/> 2 Car Garage - Carport | | |

Property Address: _____ Firm/Office ID# _____

Finished Rooms Only:

R UNIT 3

R Unit 3 SqFt Fin Est #

R Unit Level Lower Main Upper

R Unit 3 Location ex. Lower left

R # of Bedrooms #

R # Baths Full #

R # Baths Half #

R Heat Paid By Landlord Tenant

R Electric Paid By Landlord Tenant

R Water/Utility Paid By Landlord Tenant

R Rent/Vacant/Owner Occupied
Write Rent *OR* Vacant *OR* OwnOc

UNIT 3

Finished Room Dimensions (Length x Width) REQUIRED for DUPLEX/2 UNITS – Round measurements down to the nearest whole foot. The Finished Room Dims are optional for 3+ Multi-Family units

Living /Great RM X

Family Room X

Dining Room X

Kitchen X

Bedroom 1 X

Bedroom 2 X

Bedroom 3 X

Laundry X

Descriptions for Other Finished Rooms

Other Room 1 x

Other Room 2 x

Other Room 3 x

Finished Other Rooms Descriptions; please write in above:		
Bedroom	Four Season Rm	Mud Room
Bonus RM	Foyer	Other – See Remarks
Den/Office	Game Room	Rec Room
Exercise Room	Loft	Theater Room

If Rented; enter \$ amount (must be > 0) \$

Lease Expiration Date / /

U3 = Unit 3 Miscellaneous Included Feature

<input type="checkbox"/> Air Conditioning	<input type="checkbox"/> Eat in Kitchen	<input type="checkbox"/> Primary Bath	<input type="checkbox"/> Separate Heat Control	<input type="checkbox"/> Wood Burning FP
<input type="checkbox"/> Balcony/Patio	<input type="checkbox"/> Furnished	<input type="checkbox"/> Pantry	<input type="checkbox"/> Separate Storage Incl.	<input type="checkbox"/> Wood/Simulated Wood Floors
<input type="checkbox"/> Dishwasher	<input type="checkbox"/> Gas Fireplace	<input type="checkbox"/> Range/Oven	<input type="checkbox"/> Vaulted Ceilings	
<input type="checkbox"/> Disposal	<input type="checkbox"/> In Unit Laundry	<input type="checkbox"/> Refrigerator	<input type="checkbox"/> Washer/Dryer	

U7 = Unit 3 Garage/Unit Description Feature (Required)

<input type="checkbox"/> 1 Car Garage - Attached	<input type="checkbox"/> 2 Car Garage – Attached	<input type="checkbox"/> 1 Space	<input type="checkbox"/> None
<input type="checkbox"/> 1 Car Garage - Detached	<input type="checkbox"/> 2 Car Garage – Detached	<input type="checkbox"/> 2 Spaces	
<input type="checkbox"/> 1 Car Garage - Carport	<input type="checkbox"/> 2 Car Garage - Carport		

Property Address: _____ Firm/Office ID# _____

Finished Rooms only:

R UNIT 4

R Unit 4 SqFt Fin Est #

R Unit Level Lower Main Upper

R Unit 4 Location ex. Lower left

R # of Bedrooms #

R # Baths Full #

R # Baths Half #

R Heat Paid By Landlord Tenant

R Electric Paid By Landlord Tenant

R Water/Utility Paid By Landlord Tenant

R Rent/Vacant/Owner Occupied

Write Rent *OR* Vacant *OR* OwnOc

If Rented; enter \$ amount (must be > 0) \$

Lease Expiration Date / /

UNIT 4

Finished Room Dimensions (Length x Width) REQUIRED for DUPLEX/2 UNITS – Round measurements down to the nearest whole foot. The Finished Room Dims are optional for 3+ Multi-Family units

Living /Great RM X

Family Room X

Dining Room X

Kitchen X

Bedroom 1 X

Bedroom 2 X

Bedroom 3 X

Laundry X

Descriptions for Other Finished Rooms

Other Room 1 x

Other Room 2 x

Other Room 3 x

Finished Other Rooms Descriptions; please write in above:		
Bedroom	Four Season Rm	Mud Room
Bonus RM	Foyer	Other – See Remarks
Den/Office	Game Room	Rec Room
Exercise Room	Loft	Theater Room

U4 = Unit 4 Miscellaneous Included Feature

<input type="checkbox"/> Air Conditioning	<input type="checkbox"/> Eat in Kitchen	<input type="checkbox"/> Primary Bath	<input type="checkbox"/> Separate Heat Control	<input type="checkbox"/> Wood Burning FP
<input type="checkbox"/> Balcony/Patio	<input type="checkbox"/> Furnished	<input type="checkbox"/> Pantry	<input type="checkbox"/> Separate Storage Incl.	<input type="checkbox"/> Wood/Simulated Wood Floors
<input type="checkbox"/> Dishwasher	<input type="checkbox"/> Gas Fireplace	<input type="checkbox"/> Range/Oven	<input type="checkbox"/> Vaulted Ceilings	
<input type="checkbox"/> Disposal	<input type="checkbox"/> In Unit Laundry	<input type="checkbox"/> Refrigerator	<input type="checkbox"/> Washer/Dryer	

U8 = Unit 4 Garage/Unit Description Feature (Required)

<input type="checkbox"/> 1 Car Garage - Attached	<input type="checkbox"/> 2 Car Garage – Attached	<input type="checkbox"/> 1 Space	<input type="checkbox"/> None
<input type="checkbox"/> 1 Car Garage - Detached	<input type="checkbox"/> 2 Car Garage – Detached	<input type="checkbox"/> 2 Spaces	
<input type="checkbox"/> 1 Car Garage - Carport	<input type="checkbox"/> 2 Car Garage - Carport		

Property Address: _____ Firm/Office ID# _____

- R 3. Yes ___ NO ___ Include Inter/IDX w Addr** = Default is Yes, to include listing.
Do not restrict Listing Address from being shown on any/all public Internet websites including Listing Company site, IDX, REALTOR.com, VOW sites, or 3rd party aggregate sites as allowed by Listing Co.
- R 4. Yes ___ NO ___ IDX w AVM** = Default is Yes, to include listing.
Do not restrict IDX sites from using an Automated Valuation Module (AVM) for this listing and/or hyperlinks to value estimates.
- R 5. Yes ___ NO ___ VOW w AVM** = Default is Yes, to include listing.
Do not restrict VOW sites from using an Automated Valuation Module (AVM) for this listing and/or hyperlinks to value estimates.
- R 6. Yes ___ NO ___ IDX w Comment** = Default is Yes, to include listing.
Do not restrict IDX sites from using a 3rd party blog, comments, and/or reviews for this listing and/or hyperlinks to same.
- R 7. Yes ___ NO ___ VOW w Comment** = Default is Yes, to include listing.
Do not restrict VOW sites from using a 3rd party blog, comments, and/or reviews for this listing and/or Hyperlinks to same.

FEATURES:

FEATURE DIRECTIONS: By checking a feature, you are indicating that this feature is part of the property or included in the sale. You must check at least one feature in **every required** category. If you check 'Other-See Remarks' for a required feature, you must include an explanation in the Public Remarks field. All features selected will appear on the All Fields Detail report in Paragon; other displays such as the Agent Confidential and Customer Full may have a different/limited number or selection of features.

SB = BUILDING TYPE & STORIES: (Required) -Must select one of the stories FIRST and THEN select a Building Type:

STORIES:

- 1 Story
- 1.5 Story
- 2 Story
- 3 Story
- 4 or More Stories

BUILDING TYPE:

- 2 Side by Side
- 2 Houses on 1 Lot
- 2 Up and Down
- Apartment Building
- Multi-Level
- Townhouse Units
- Converted/Rooming House
- Other-See Remarks

EF = EXTERIOR FINISH of BUILDING (Required):

- Aluminum/Steel
- Brick
- Fiber Cement
- Log
- Other – see Remarks
- Pressboard
- Stone
- Stucco
- Vinyl
- Wood/Wood Shake/Cedar

WT = WATER for BUILDING (Required):

- Community Well
- Municipal Public Water
- Other-See Remarks
- Private Well
- Sand Point Well
- Shared Private Well

WS = WASTE for BUILDING (Required):

- Conventional Septic
- In Sanitation District
- Municipal Sewer
- Other – See Remarks
- Septic Holding Tank
- Septic Mound

HT = HEATING FUEL TYPE for BUILDING (Required):

- Electric
- LP Gas
- Natural Gas
- Oil
- Other-See Remarks
- Solar
- Wood

Property Address: _____ Firm/Office ID# _____

Continued Features

HC = HEATING/COOLING for BUILDING (Required):

- Central A/C Heat Pump None Radiant
 Forced Air Hot Water/Steam Other-See Remarks

FO = FOUNDATION for BUILDING (Required):

- Block Other-See Remarks Poured Concrete Slab Stone Wood

LL = LOWER LEVEL/BASEMENT of BUILDING (Required):

Must select one of these 4 type of basement/lower level first as required, then may select other options for basement/lower level

R Choose at least one:

- | | | |
|--|---|--|
| <input type="checkbox"/> <i>Crawl</i> | <input type="checkbox"/> Other – See Remarks | <input type="checkbox"/> Finished Basement-Contiguous Square Feet |
| <input type="checkbox"/> <i>Partial Basement</i> | <input type="checkbox"/> Full Size Windows (min size 20x24) | <input type="checkbox"/> Finished Basement-NonContiguous Square Feet |
| <input type="checkbox"/> <i>Full Basement</i> | <input type="checkbox"/> Radon Mitigation System | <input type="checkbox"/> Partial Fin. Basement-Contiguous Square Feet |
| <input type="checkbox"/> <i>None</i> | <input type="checkbox"/> Sump Pump | <input type="checkbox"/> Partial Fin. Basement-NonContiguous Square Feet |
| | <input type="checkbox"/> Walkout Entrance (Door to Yard) | |

SF = MISC BUILDING:

- | | | |
|---|--|--|
| <input type="checkbox"/> Elevator | <input type="checkbox"/> Common Laundry | <input type="checkbox"/> Security System |
| <input type="checkbox"/> Building Sprinkler | <input type="checkbox"/> Fenced Yard | <input type="checkbox"/> Water Softener – Rent |
| <input type="checkbox"/> Cable Available | <input type="checkbox"/> High Speed Internet Avail | <input type="checkbox"/> Water Softener – Own |

BP = BUILDING PARKING: (Required)

- | | | |
|-----------------------------------|----------------------------------|--------------------------------------|
| <input type="checkbox"/> Attached | <input type="checkbox"/> None | <input type="checkbox"/> Parking Fee |
| <input type="checkbox"/> Detached | <input type="checkbox"/> Outside | <input type="checkbox"/> Underground |

ZO = ZONING: (Required)

- | | | | | |
|--|--|--|--|---------------------------------------|
| <input type="checkbox"/> 2 Family/Duplex | <input type="checkbox"/> Condominium | <input type="checkbox"/> Multi-Family (3 Units) | <input type="checkbox"/> Non-Conforming | <input type="checkbox"/> Recreational |
| <input type="checkbox"/> Agricultural | <input type="checkbox"/> Historic District | <input type="checkbox"/> Multi-Family (4 Units) | <input type="checkbox"/> Other (See Remarks) | <input type="checkbox"/> Residential |
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Industrial | <input type="checkbox"/> Multi-Family (5+ Units) | <input type="checkbox"/> P.U.D. | |

LD = LOT DESCRIPTION:

- Corner Cul-De-Sac Near Bus Line Sidewalk

UT = UTILITIES:

- | | |
|---|---|
| <input type="checkbox"/> Individual Control/Unit | <input type="checkbox"/> Separate Gas Meters Each Unit |
| <input type="checkbox"/> Other – See Remarks | <input type="checkbox"/> Separate Water Meter Each Unit |
| <input type="checkbox"/> Separate Electric Meters Each Unit | |

OW = WATER FEATURES - OTHER:

- | | | | | |
|--|---|--|---|--|
| <input type="checkbox"/> Deeded Water Acc/No Frontage | <input type="checkbox"/> Boat House | <input type="checkbox"/> No Motor Lake | <input type="checkbox"/> Wake Limits | <input type="checkbox"/> Pond-Shared |
| <input type="checkbox"/> Divided/Separated Access | <input type="checkbox"/> Boat Ramp/Lift | <input type="checkbox"/> Motorized Lake | <input type="checkbox"/> Water Ski Lake | <input type="checkbox"/> Quarry |
| <input type="checkbox"/> Water View-No Deeded Access | <input type="checkbox"/> Boat Slip | <input type="checkbox"/> Electric Motor Only | <input type="checkbox"/> Creek/Stream | <input type="checkbox"/> Other-See Remarks |
| <input type="checkbox"/> Water View with Deeded Access | <input type="checkbox"/> Dock/Pier | <input type="checkbox"/> No Wake Lake | <input type="checkbox"/> Pond-Private | |

Property Address: _____ Firm/Office ID# _____

Continued Features

DO = DOCUMENTS ON FILE:

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> Appraisal | <input type="checkbox"/> Joint Driveway Agreement | <input type="checkbox"/> Prior Title Policy | <input type="checkbox"/> Survey |
| <input type="checkbox"/> Blueprint | <input type="checkbox"/> Lease | <input type="checkbox"/> Restrictive Covenants | <input type="checkbox"/> Tax Bill |
| <input type="checkbox"/> Deeded Access | <input type="checkbox"/> Limited Home/Builder Warranty | <input type="checkbox"/> Seller Condition Report | <input type="checkbox"/> Well Test |
| <input type="checkbox"/> Flood Plain Letter | <input type="checkbox"/> OCC Certificate | <input type="checkbox"/> Septic Report | <input type="checkbox"/> Income/Expense Report Available |

GE = GREEN ENERGY EFFICIENT FEATURES:

- | | | | |
|---|---|---|--|
| <input type="checkbox"/> Additional Green Features* | <input type="checkbox"/> Energy Star Appliance(s) or Mechanical(s)* | <input type="checkbox"/> Low Energy Windows | <input type="checkbox"/> Reclaimed/Recycled Contents |
| <input type="checkbox"/> Energy Assessment Available* | <input type="checkbox"/> Green Built Certified* | <input type="checkbox"/> Low VOC Materials | <input type="checkbox"/> WI Energy Star Certified* |

***Indicates that the information will be/has been uploaded to the listing as a PDF Document Attachment under the Green Features or one of the available Custom document categories.**

BF = BARRIER-FREE FEATURES: **For Building** **For Unit**

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> 1 st FLR Bedroom | <input type="checkbox"/> Elevator/Chair Lift in Res | <input type="checkbox"/> Level Drive | <input type="checkbox"/> Ramped or Level Entrance |
| <input type="checkbox"/> 1 st FLR Full Bath | <input type="checkbox"/> Grab Bars in Bath | <input type="checkbox"/> Level Lot | <input type="checkbox"/> Ramped or Level Garage |
| <input type="checkbox"/> Accessibility Feat Report Available* | <input type="checkbox"/> Hall Width 36" or more | <input type="checkbox"/> Low Pile or No Carpeting | <input type="checkbox"/> Roll-in Shower |
| <input type="checkbox"/> Door Openings 29" or more | <input type="checkbox"/> Hall Width 42" or more | <input type="checkbox"/> Not Applicable | <input type="checkbox"/> Stall Shower |
| <input type="checkbox"/> Door Openings 36" or more | <input type="checkbox"/> Laundry Room 1xt Floor | <input type="checkbox"/> Open Floor Plan | |

***Indicates that the Accessibility Features Document will be/has been completed and uploaded to the listing as a PDF Document Attachment.**

TI = TERMS INFORMATION:

- | | | | | | | |
|-------------------------------------|-----------------------------------|-----------------------------------|--|--|---|-------------------------------------|
| <input type="checkbox"/> Area Grant | <input type="checkbox"/> Auction* | <input type="checkbox"/> Exchange | <input type="checkbox"/> Home Warranty | <input type="checkbox"/> Land Contract | <input type="checkbox"/> Owner may Assist | <input type="checkbox"/> Senior 55+ |
|-------------------------------------|-----------------------------------|-----------------------------------|--|--|---|-------------------------------------|

***Indicates required RANW MLS Auction form attached.**

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