



## Property Information for MLS

Dear Homeowner:

To help us list your property on the Multiple Listing Service (MLS), please provide the following information:

### Property Information

1. Input on list price: \_\_\_\_\_
2. Special Home Features: \_\_\_\_\_  
\_\_\_\_\_
3. Specific items included or excluded in the sale: \_\_\_\_\_  
\_\_\_\_\_
4. HOA Name / Phone: \_\_\_\_\_
5. Monthly HOA dues: \_\_\_\_\_
6. What is included in the HOA dues (common areas maintenance, exterior building maintenance, limited insurance, trash, water, etc.)  
\_\_\_\_\_  
\_\_\_\_\_
7. Is there any Mello Roos assessment? \_\_\_\_\_
8. Any other dues, fees, or special assessments? \_\_\_\_\_
9. Garage/reserved space numbers \_\_\_\_\_
10. Cooling source (central A/C, window, fan) \_\_\_\_\_
11. Heating equipment (forced air unit?) \_\_\_\_\_
12. Heating source (gas, electric, solar) \_\_\_\_\_
13. Laundry location (closet, garage, laundry room) \_\_\_\_\_
14. Laundry Utilities (gas, electric) \_\_\_\_\_
15. Lockbox? \_\_\_\_\_ Days / times available to show? \_\_\_\_\_
16. Date you wish to begin showing the property? \_\_\_\_\_
17. Should Buyer's Agent call owner prior to showing? \_\_\_\_\_