

**PROPERTY DESCRIPTION FORM - One Family**

**Address:** St # \_\_\_\_\_ St Name \_\_\_\_\_ City \_\_\_\_\_

**Between** \_\_\_\_\_ **Block #** \_\_\_\_\_ **Lot #** \_\_\_\_\_

**Listing Office #** \_\_\_\_\_ **Listing Salesperson #** \_\_\_\_\_ **Co-Listing Salesperson #** \_\_\_\_\_

**Publish Owner Name, Phone Number, and Address** *check one:* YES or NO

**Compensation to SA** \_\_\_\_\_ **BA** \_\_\_\_\_ **TB** \_\_\_\_\_ **Lead Paint Form** *check one:* YES or NO

**For Sale Sign** *check one:* YES or NO

	Kitchen	Living Rm	Dining Rm	Bedrm	Full Bath	Half Bath	Other
<b>Lower Level</b>							
<b>1<sup>st</sup> Level</b>							
<b>2<sup>nd</sup> Level</b>							
<b>3<sup>rd</sup> Level &amp; Other</b>							
<b>TOTALS</b>							

<b>Taxes</b>	Annual Expense \$ _____ / _____	<b>Lot Size</b> _____	<b>Heat</b>	Annual Expense \$ _____ / _____
<b>Water/Sewer</b>	\$ _____ / _____	<b>Assessed Value</b>	\$ _____ / _____	<b>Insurance</b>

**Items Excluded**

\_\_\_\_\_

**Items Included**

\_\_\_\_\_

**Remarks to Co-operating Broker**

\_\_\_\_\_

The Seller represents that all information on this Property Description Form is complete and accurate. This Property Description Form is made a part of the attached Exclusive Right to Sell Agreement. Any information on this form may be used in advertising to market this property.

Owner #1 Signature \_\_\_\_\_ Date Signed \_\_\_\_\_ Owner #2 Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

Owner #1 Name (*print*) \_\_\_\_\_ Owner #2 Name (*print*) \_\_\_\_\_

Signature Broker's Representative \_\_\_\_\_ Date Signed \_\_\_\_\_ Broker's Representative (*print*) \_\_\_\_\_

**Advertisement Remarks**

\_\_\_\_\_

One Family Feature Form  
Circle 1 or more for each feature (1 through 7 required)

**1. Showing**

Call Listing Office  
Call Owner  
Call Tenant  
Key in Office  
Other-See Remarks

**2. Building Style**

Brownstone  
Cape Cod  
Carriage House  
Colonial  
Contemporary  
Cottage  
Mediterranean  
Raised Ranch  
Ranch  
Row House  
Split Level  
Townhouse  
Tudor  
Victorian  
Multi-Level  
Loft  
Other-See Remarks

**3. Parking Available**

1 Car  
2 Cars  
3+ Cars  
Attached  
Detached  
Covered  
Garage  
Tandem-Private  
Tandem-Shared  
Other-See Remarks  
None

**4. Heating/Cooling**

A/C-Central  
A/C-Window  
A/C-Wall  
Baseboard  
Electric  
Gas  
Gas On Gas  
Hot Water  
Heat Pump  
Hot Air  
Oil  
Radiators  
Steam  
Other-See Remarks

**5. Appliances Included**

Dishwasher  
Compactor  
Disposal  
Microwave  
Refrigerator  
Washer/Dryer  
Oven/Range Gas  
Oven/Range Electric  
None  
Other-See Remarks

**6. Exterior Finish**

Aluminum/Vinyl  
Block  
Brick  
Shingle  
Stone  
Stucco  
Wood  
Other-See Remarks

**7. Basement**

Crawl Space  
Finished  
Full  
None  
Partial Finish  
Unfinished  
Walk-Out

**8. Amenities Include**

Intercom  
Terrace  
Hardwood Floor  
Fireplace  
Wall To Wall Carpet

**9. Miscellaneous**

New York View  
River View  
Near Train  
Near Shopping  
Near Bus  
Near Parks  
Near Schools  
Near Path