

"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
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
R Licensee Interest/Broker Own

R Contract Type: Exclusive Agency, Exclusive Right to Sell, Other

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

R Named Exceptions
R Broker Holds Earnest Money
Earnest Money Holder Name:

R Electronic Consent
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\*
Potential Short Sale\*
Relocation\*
\*These are Agent Only (not public)

PROPERTY DETAILS

R County
R Taxing Municipality (legal description)
R Tax Municipal Sub-Area Code
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

**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	<b>Laundry</b>	Theater Room
	Loft	

**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

**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	Laundry	Theater Room
	Loft	

**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

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

Lease Expiration Date  /  /

**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

**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	<b>Laundry</b>	Theater Room
	Loft	

**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

**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	<b>Laundry</b>	Theater Room
	Loft	

**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 3<sup>rd</sup> 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 3<sup>rd</sup> 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 3<sup>rd</sup> 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"/> Crawl            | <input type="checkbox"/> Other – See Remarks                | <input type="checkbox"/> Finished Basement-Contiguous Square Feet        |
| <input type="checkbox"/> Partial Basement | <input type="checkbox"/> Full Size Windows (min size 20x24) | <input type="checkbox"/> Finished Basement-NonContiguous Square Feet     |
| <input type="checkbox"/> Full Basement    | <input type="checkbox"/> Radon Mitigation System            | <input type="checkbox"/> Partial Fin. Basement-Contiguous Square Feet    |
| <input type="checkbox"/> None             | <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)**

- Attached     None     Parking Fee  
 Detached     Outside     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:**

- Individual Control/Unit  
 Other – See Remarks     Separate Gas Meters Each Unit  
 Separate Electric Meters Each Unit     Separate Water Meter 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 <sup>st</sup> 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 <sup>st</sup> 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"/> <b>Laundry 1st Floor</b>   | <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:**

- Area Grant     Auction\*     Exchange     Home Warranty     Land Contract     Owner may Assist     Senior 55+

\*Indicates required RANW MLS Auction form attached.

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