

**Mandatory Field**  
All Property Types

**Optional Field**  
All Property Types

MLS LISTING # \_\_\_\_\_

FOR BOARD USE ONLY FOR A NEW LISTING OR TO BE COMPLETED FOR A RE-RUN.

**LOCATION**

PIN # \_\_\_\_\_ MLS DISTRICT \_\_\_\_\_ MUNICIPALITY \_\_\_\_\_

STREET NUMBER \_\_\_\_\_ STREET NAME \_\_\_\_\_ ABBREVIATION \_\_\_\_\_ DIR \_\_\_\_\_ APT/UNIT # \_\_\_\_\_ POSTAL CODE \_\_\_\_\_

FRONTING ON (check 1 code) \_\_\_\_\_ LEGAL DESCRIPTION (LOT, PLAN, CONCESSION) \_\_\_\_\_  
 East  South  
 North  West

LOT FRONT \* \_\_\_\_\_ LOT DEPTH \* \_\_\_\_\_ LOT SIZE CODE \* \_\_\_\_\_ LOT IRREGULARITIES \_\_\_\_\_  
 Feet  Metres  Acres

ACRES (check 1 code)  
 Less than .49 Acres  .50 – 1.99 Acres  2 – 4.99 Acres  5 – 9.99 Acres  10 – 24.99 Acres  
 25 – 49.99 Acres  50 – 99.99 Acres  100 + Acres

ZONING \_\_\_\_\_ DIRECTION/MAIN CROSS STREETS \_\_\_\_\_ MAP # \_\_\_\_\_ MAP COL (NUMERIC) \_\_\_\_\_ MAP ROW (ALPHA) \_\_\_\_\_

\* MANDATORY EXCEPT FOR SALE OF BUSINESS, MOBILE/TRAILER

NOT MANDATORY FOR X AND Z

**AMOUNTS/DATES**

LIST PRICE \_\_\_\_\_ TAXES \* \$ \_\_\_\_\_ TAX YEAR \_\_\_\_\_ ASSESSMENT \_\_\_\_\_ ASSESSMENT YR \_\_\_\_\_

CONTRACT COMMENCEMENT \_\_\_\_\_ EXPIRY DATE \_\_\_\_\_ POSSESSION DATE \_\_\_\_\_ HOLDOVER DAYS \_\_\_\_\_  
 M M / D D / Y Y Y Y M M / D D / Y Y Y Y

SELLER NAME \_\_\_\_\_

1ST MORTGAGE \* \_\_\_\_\_ INTEREST RATE ■ \_\_\_\_\_ PAYMENT ■ \_\_\_\_\_ FREQUENCY ■ \_\_\_\_\_ PAYMENT INCL ■ \_\_\_\_\_ MATURES ■ \_\_\_\_\_ LENDER \_\_\_\_\_  
 \$ \_\_\_\_\_

OTHER ENCUMBRANCES/TYPE (2ND, 3RD, LANDEASE, ETC.) \_\_\_\_\_  
 \$ \_\_\_\_\_

MORTGAGE COMMENTS (80 CHARACTERS) \_\_\_\_\_

\* BUSINESS NOT MANDATORY

■ IF 1ST MORTGAGE IS GREATER THAN "0" REST OF FIELD IS MANDATORY

**EXTERIOR**

<p><b>TYPE (check 1)</b></p> <p><input type="checkbox"/> Attached/Row/Street Townhouse</p> <p><input type="checkbox"/> Business</p> <p><input type="checkbox"/> Cottage</p> <p><input type="checkbox"/> Detached</p> <p><input type="checkbox"/> Duplex</p> <p><input type="checkbox"/> Farm</p>	<p><input type="checkbox"/> Fourplex</p> <p><input type="checkbox"/> Link</p> <p><input type="checkbox"/> Mobile/Trailer</p> <p><input type="checkbox"/> Multiplex</p> <p><input type="checkbox"/> Other</p> <p><input type="checkbox"/> Rural Residential</p> <p><input type="checkbox"/> Semi-Detached</p> <p><input type="checkbox"/> Store with Apt/Office</p>	<p><input type="checkbox"/> Triplex</p> <p><input type="checkbox"/> Vacant Land</p> <p><b>STYLE (check 1)</b></p> <p><input type="checkbox"/> 1 1/2 Storey</p> <p><input type="checkbox"/> 2 Storey</p> <p><input type="checkbox"/> 2 1/2 Storey</p> <p><input type="checkbox"/> 3 Storey</p>	<p><input type="checkbox"/> Backsplit 3 Level</p> <p><input type="checkbox"/> Backsplit 4 Level</p> <p><input type="checkbox"/> Backsplit 5 Level</p> <p><input type="checkbox"/> Bungalow</p> <p><input type="checkbox"/> Bungalow – Raised</p> <p><input type="checkbox"/> Other</p> <p><input type="checkbox"/> Sidesplit 3 Level</p> <p><input type="checkbox"/> Sidesplit 4 Level</p> <p><input type="checkbox"/> Sidesplit 5 Level</p>	<p><b>EXTERIOR (check up to 2)</b></p> <p><input type="checkbox"/> Aluminum Siding</p> <p><input type="checkbox"/> Board &amp; Batten</p> <p><input type="checkbox"/> Brick</p> <p><input type="checkbox"/> Brick Front</p> <p><input type="checkbox"/> Concrete</p>
--	--	---	--	--

(cont'd on page 2)

**EXTERIOR (continued)**

**EXTERIOR** (check up to 2)

Insulbrick  
 Log  
 Metal/Steel Siding  
 Other  
 Shingle  
 Stone  
 Stucco (Plaster)  
 Vinyl Siding  
 Wood

**GARAGE TYPE** (check 1)

Attached  
 Built-In  
 Carport  
 Detached  
 None  
 Other

**GARAGE SPACES** \_\_\_\_\_

**DRIVE** (check 1)

Available  
 Circular  
 Front Yard (Legal)  
 Lane  
 Mutual  
 None  
 Other  
 Private  
 Private Double  
 Right-of-Way

**PARKING SPACES** \_\_\_\_\_

**POOL** (check 1)

Above Ground  
 Indoor  
 Inground  
 None

**WATER** (check 1)

Both  
 Municipal  
 None  
 Other  
 Well

**SEWERS** (check 1)

Holding Tank  
 None  
 Other  
 Septic  
 Sewer

**SPECIAL DESIGNATION** (check 1)

CRCD-Certificate Granted  
 Expropriation  
 Heritage  
 Landlease  
 Other  
 Unknown

**APPROXIMATE AGE** (check 1)

New  
 0 - 5 Years  
 6 - 15 Years  
 16 - 30 Years  
 31 - 50 Years  
 51 - 99 Years  
 100 + Years

**APPROX SQUARE FOOTAGE** (check 1)

Less than 700  
 700 - 1100  
 1100 - 1500  
 1500 - 2000  
 2000 - 2500  
 2500 - 3000  
 3000 - 3500  
 3500 - 5000  
 5000 +

**PROPERTY FEATURES** (check up to 2)

Bush  
 Clear View  
 Cul de Sac/Dead End  
 Equestrian  
 Island  
 Lake Access  
 Lake Backlot  
 Lake/Pond  
 Level  
 Part Cleared  
 Ravine  
 River/Stream  
 Rolling  
 Sloping  
 Terraced  
 Tiled  
 Treed  
 Waterfront

**AREA INFLUENCES** (check up to 2)

Golf  
 Greenbelt/Conservation  
 Lake/Pond/River

Park  
 Public Transit  
 Rec./Commun.Centre  
 Skiing  
 Wooded

**OTHER STRUCTURES** (check up to 2)

Auxiliary Residences  
 Barn  
 Box Stall  
 Drive Shed  
 Garden Shed  
 Greenhouse  
 Indoor Arena  
 Kennel  
 Paddocks  
 Workshop

**WATER SUPPLY TYPES** (check 1)

Bored Well  
 Cistern  
 Community Well  
 Drilled Well  
 Dug Well  
 Lake/River  
 Shared Well

**FARM/AGRICULTURE** (check 1)

Dairy  
 Fish  
 Hobby  
 Horse  
 Horticulture  
 Land & Buildings  
 Livestock

Mixed Use Farm  
 Other  
 Poultry  
 Produce  
 Tree

**UTILITIES - MANDATORY: FARM, RURAL, RURAL RESIDENTIAL, VACANT LAND, PROPERTY TYPES**  
**OPTIONAL: FOR ALL OTHERS**

**CABLE T.V.** (check 1)

Yes  No  
 Available

**HYDRO** (check 1)

Yes  No  
 Available

**SEWERS** (check 1)

Yes  No  
 Available

**GAS (Natural)** (check 1)

Yes  No  
 Available

**MUNICIPAL WATER** (check 1)

Yes  No  
 Available

**TELEPHONE** (check 1)

Yes  No  
 Available

**INTERIOR**

**ROOMS** \_\_\_\_\_

**BEDROOMS** \_\_\_\_\_

**KITCHENS** \_\_\_\_\_

**WASHROOMS** \_\_\_\_\_

|X|  |X|2|  |X|3|  |X|4|

**FAMILY ROOM** above grade

Yes  No

**BASEMENT** (check up to 2)

Apartment  
 Crawl Space  
 Finished  
 Finished with Walk-Out  
 Full  
 Half  
 None  
 Other  
 Partial Basement  
 Partially Finished  
 Separate Entrance  
 Unfinished  
 Walk-Out

**FIREPLACE/STOVE (Operational)**

Yes  No

**HEAT SOURCE** (check 1)

Electric  
 Gas  
 Ground Source  
 Oil  
 Other  
 Propane  
 Solar  
 Wood

**HEAT TYPE** (check 1)

Baseboard  
 Forced Air  
 Heat Pump  
 Other  
 Radiant  
 Water

**CENTRAL AIR**

Yes  No

**UFFI** (check 1)

No  
 Partially Removed  
 Removed  
 Yes

**ROOMS/DETAILS**

LEVEL	ROOM	LENGTH metres	WIDTH metres	DESCRIPTION (up to 3 per room as per table)
Rm 1	_____	_____	_____	_____
Rm 2	_____	_____	_____	_____
Rm 3	_____	_____	_____	_____
Rm 4	_____	_____	_____	_____
Rm 5	_____	_____	_____	_____
Rm 6	_____	_____	_____	_____
Rm 7	_____	_____	_____	_____
Rm 8	_____	_____	_____	_____
Rm 9	_____	_____	_____	_____

**COMMENTS**

**REMARKS FOR CLIENTS** (use up to 275 characters)

- 1. Appear in the Brokerage Full, Client Full and Flyer Reports in Toronto MLS.
- 2. Are published on the Internet.
- 3. Are NOT published in the Dailies or Books.

**EXTRAS** (use up to 240 characters)

- 1. Appear in the Brokerage Full and Client Full Reports in Toronto MLS.
- 2. Are published on the Internet.
- 3. Are published in the Dailies and the Books.

**REMARKS FOR BROKERAGES** (use up to 200 characters)

- 1. Appear in the Brokerage Full Report in Toronto MLS and not on the Client Reports.
- 2. Are not published on the Internet.
- 3. Are published in the Dailies and the Books.

**OTHER**

**LISTING BROKERAGE**

\_\_\_\_\_

**OFFICE PHONE**

\_\_\_\_\_

**L.B. FAX NO.**

\_\_\_\_\_

**BROKER 1/SALESPERSON 1**

\_\_\_\_\_

**BROKER 1/SALESPERSON 1 PHONE**

\_\_\_\_\_

**BROKER 2/SALESPERSON 2**

\_\_\_\_\_

**BROKER 2/SALESPERSON 2 PHONE**

\_\_\_\_\_

**COMMISSION TO CO-OPERATING BROKERAGE**

\_\_\_\_\_

**OPEN HOUSE DATE**

**SPIS**    **PERMISSION TO ADVERTISE**    **CONTACT AFTER EXPIRED**    **DISTRIBUTE TO INTERNET**    **DISPLAY ADDRESS ON INTERNET**

Yes  No     Yes (B)  No (A)     Yes  No     Yes  No     Yes  No

M M / D D / Y Y Y Y

**FROM**    **TO**

HR : MIN    HR : MIN

**OPEN HOUSE NOTES**

\_\_\_\_\_

**APPOINTMENTS**

\_\_\_\_\_

**OCCUPANCY** (check 1)

Owner/Tenant  Owner  Partial  Tenant  Vacant

**VIRTUAL TOUR URL** (100 characters)

\_\_\_\_\_

**PHOTO OPTIONS**

Use photo from photo library     Upload your own photo     Mail in photo     Photographer take new photo     No photo for this listing

**ADDITIONAL PHOTOS**

Yes  No

**PHOTOGRAPHER DIRECTION** (37 characters)

\_\_\_\_\_

**NEWS AD**

Yes  No

SELLER HEREBY ACKNOWLEDGES HAVING RECEIVED A COPY OF PART 2 OF 2 OF THE LISTING AGREEMENT.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_



**ROOMS/DETAILS/DESCRIPTIONS – ALL RESIDENTIAL PROPERTY TYPES (Searchable)**

**LEVELS**

Basement  
Flat (use with apartments)  
2nd  
3rd  
Ground  
In Between (1/2 level)  
Lower level  
(use with splits)  
Main (use with splits)  
Sub-basement  
(use with splits)  
Upper level  
(use with splits)

**ROOMS**

Bedroom  
2nd Bedroom  
3rd Bedroom  
4th Bedroom  
5th Bedroom  
Breakfast  
Den  
Dining  
Exercise  
Family  
Foyer  
Furnace  
Games  
Great Room  
Kitchen  
Laundry  
Library  
Living  
Locker  
Loft  
Master Bedroom  
Nursery  
Office  
Other  
Pantry  
Playroom  
Recreation Room  
Sitting  
Solarium  
Study  
Sun Room  
Tandem Room  
Utility  
Workshop

**BARS**

Dry Bar  
Wet Bar

**BATHS**

2 piece  
2 piece ensuite  
3 piece  
3 piece ensuite  
4 piece  
4 piece ensuite  
5 piece  
5 piece ensuite  
6 piece  
6 piece ensuite  
7 piece  
7 piece ensuite  
Ensuite  
Semi-ensuite (walk-thru)  
Separate Shower  
Step-Up  
Sunken

**BUILT-INS**

Appliances  
Bar  
Bookcase  
Closet  
Counter-top Stove  
Desk  
Dishwasher

Fish Tank  
Fridge  
Microwave  
Oven  
Range  
Shelves  
Stove  
Vanity

**CEILINGS**

Accoustic  
Beamed  
Cathedral  
Coffered  
Dropped  
Illuminated  
Mirrored  
Moulded  
Plaster  
Skylight  
Stucco  
Tiled  
Vaulted

**CLOSETS**

Built-in  
Cedar  
Closet  
Closet Organizer  
Double  
His & Hers  
Large  
Linen  
Mirrored  
Walk-in  
Wall-to-Wall

**DOORS**

Colonial  
Double  
Dutch  
Folding  
French  
Louvered  
Pocket  
Saloon  
Side  
Sliding Doors  
Swing

**FIREPLACE/STOVE**

Acorn Stove  
Brick  
Closed  
Electric  
Fireplace  
Floor to Ceiling  
Franklin Stove  
Gas  
Imitation  
Insert  
Marble  
Roughed-in  
Stone  
Wall-to-Wall  
Wood Stove  
Zero Clearance

**FLOORING**

Broadloom  
Ceramic  
Concrete  
Cushion  
Dirt  
Granite  
Hardwood  
Laminate  
Limestone Flooring  
Linoleum  
Marble  
Parquet  
Pegged

Raised  
Slate Flooring  
Tile  
Wood

**KITCHENS**

Breakfast Area  
Breakfast Bar  
Centre Island  
Ceramic Backsplash  
Country  
Eat-In  
Family Size  
Galley  
Greenhouse  
Hollywood  
Modern  
Pantry  
Renovated  
Up-dated

**LIGHTING**

Fluorescent  
Halogen  
Hidden  
Indirect  
Pot  
Recessed  
Track  
Wall Sconce

**OVERLOOKS**

Dining room  
Family room  
Garden  
Golf Course  
Greenbelt  
Living room  
Park  
Patio  
Pool  
Ravine  
Water

**ROOM COMBINED WITH**

Bedroom  
Den  
Dining Room  
Family Room  
Games Room  
Kitchen  
Laundry  
Library  
Living Room  
Master Bedroom  
Nursery  
Office  
Playroom  
Recreation Room  
Sitting Room  
Solarium  
Sun Room  
Workshop

**ROOM STYLES**

Circular  
Formal  
Irregular  
L-shaped  
Open Concept  
Raised  
Separate  
Sunken

**SINKS**

Bar  
Ceramic  
Double  
Enamel  
Marble  
Moulded  
Pedestal

Porcelain  
Stainless Steel

**STAIRS**

Circular  
Circular Oak  
Curved  
Double  
Floating  
Metal Railing  
Oak Banister  
Open  
Scarlet O'Hara  
Spiral  
Staircase  
Suspended

**VIEWS**

North  
North East  
North West  
North South  
East  
East West  
South  
South East  
South West  
West

**WALK-OUTS**

Walk-Out  
to Balcony  
to Deck  
to Garage  
to Greenbelt  
to Patio  
to Pool  
to Porch  
to Ravine  
to Roof  
to Sundeck  
to Water  
to Yard

**WINDOWS**

Above Grade  
Bay  
Bow  
Casement  
Glass Block  
Greenhouse  
Leaded Glass  
Picture  
Stained Glass  
Window

**MISCELLANEOUS**

Access to Garage  
Breezeway  
Cantina  
Ceiling Fan  
Chair Rail  
Crown Moulding  
Enclosed  
Finished  
Hot Tub  
Intercom  
Juliette Balcony  
Mirrored Walls  
Natural Finish  
Panelled  
Partly Finished  
Pass Through  
Plate Rail  
Sauna  
Sump Pump  
Unfinished  
Wainscotting  
Walk-thru  
Walk-up  
Wine/Cold Cellar  
Wood Trim