

# Rental Listings Entry Form



## Address and Owner Information

### Property Address

Street Address\*

Building Name \_\_\_\_\_ Unit \_\_\_\_\_

City\* \_\_\_\_\_

State\* \_\_\_\_\_ Zip\* \_\_\_\_\_

Subdivision \_\_\_\_\_

### Owner Information

Property Owner Type (Choose one)

- Agent
- Management Company
- Owner

Expiration Date\*

### Agent Information

Name\*

Phone\* \_\_\_\_\_

Email\* \_\_\_\_\_

Agent NRDS\* \_\_\_\_\_

### Co-Agent Information

Co-Agent Information

Co-Agent Phone \_\_\_\_\_

Co-Agent Email \_\_\_\_\_

Co-Agent NRDS \_\_\_\_\_

### Contract & Services

Contract Type (Choose one)

- Exclusive Agency
- Exclusive with Exceptions
- Exclusive Right to Sell/Rent

Service Level (Choose one)

- Full Service
- Limited Service

## Financial & Terms

### Rent per Month\*

Pet Fee \_\_\_\_\_

HOA Fee \_\_\_\_\_

Additional Monthly Charge \_\_\_\_\_

Additional Monthly Charge Comments \_\_\_\_\_

### Other Fees

Rental Insurance

- Required
- Recommended
- Not Required/Recommended

### Lease Terms

Available Date\* \_\_\_\_\_

Lease Term (Choose one)

- Month-to-Month
- 3 Month
- 6 Month
- 12 Month
- 12+ Month
- Other

### Lease Information\*

- Lease Option
- First Right of Refusal
- Accept Back-ups
- Application Lister's
- Management-Broker
- Gov't Assist Accepted
- No Smoking Allowed
- Waterbeds Allowed
- Lease Purchase
- Inventory List
- Special Available (CLO)
- Lister Writes Lease
- Management-Owner
- Smoking Allowed
- No Smoking Preference
- Other (See Remarks)

### Move-In Costs

Financial Requirements \_\_\_\_\_

### Renter Move-In Costs\*

(Check all that apply)

- First
- Last
- Pet Deposit
- Security Deposit
- Admin Fee
- Cleaning Deposit/Fee
- Addtl/Move in Fees

Credit Check Amount Per Adult\* \_\_\_\_\_

Application Fee\* \_\_\_\_\_

Pre-Paid Last Month Rent\* \_\_\_\_\_

Earnest Deposit\* \_\_\_\_\_

### Move-In Specials

(Check all that apply)

- Fixed \$ Amount Fee
- Waiver
- Gift card
- Free Months of Rent
- Other

**Property Details**

**Property**  
Year Built\* \_\_\_\_\_

**External Structures (Check all that apply)**

- |                          |                 |                          |             |
|--------------------------|-----------------|--------------------------|-------------|
| <input type="checkbox"/> | Barn            | <input type="checkbox"/> | Pavillion   |
| <input type="checkbox"/> | Cabana          | <input type="checkbox"/> | Pergola     |
| <input type="checkbox"/> | Dog Run         | <input type="checkbox"/> | Pool House  |
| <input type="checkbox"/> | Gazebo          | <input type="checkbox"/> | Shed(s)     |
| <input type="checkbox"/> | Greenhouse      | <input type="checkbox"/> | Stables(s)  |
| <input type="checkbox"/> | Guest house     | <input type="checkbox"/> | Workshop(s) |
| <input type="checkbox"/> | Loafing Shed    | <input type="checkbox"/> | Other       |
| <input type="checkbox"/> | Outdoor Kitchen |                          |             |

**Property Features (Check all that apply)**

- Additional Storage
- Additional Vehicle Storage
- Bike Storage
- Business Center
- Club House
- Dog Park
- Doorman
- Elevator
- Gated Community
- Handicap Access
- Package Acceptance
- Pet Spa
- Private Security
- Resident Lounge
- Sauna
- Spa/Hot Tub
- Other(s)
- None

**Outdoor Living**

- Picnic Area
- Playground
- Yard
- Yard (Fenced)

**Parking**

- |                          |                  |                          |               |
|--------------------------|------------------|--------------------------|---------------|
| <input type="checkbox"/> | Assigned         | <input type="checkbox"/> | Garage        |
| <input type="checkbox"/> | Attached Carport | <input type="checkbox"/> | Off-Street    |
| <input type="checkbox"/> | Attached Garage  | <input type="checkbox"/> | On- Street    |
| <input type="checkbox"/> | Carport          | <input type="checkbox"/> | Guest Parking |
| <input type="checkbox"/> | Covered          | <input type="checkbox"/> | Tandem        |
| <input type="checkbox"/> | Detached Carport | <input type="checkbox"/> | Valet         |
| <input type="checkbox"/> | Detached Garage  | <input type="checkbox"/> | Other         |
| <input type="checkbox"/> | Driveway         | <input type="checkbox"/> | None          |
| <input type="checkbox"/> | EV Charging      |                          |               |

**HOA/Condo**

HOA\*  Yes  No

Condo Association Address \_\_\_\_\_

Condo Associations (if relevant) \_\_\_\_\_

HOA Covenant \_\_\_\_\_

**Recreation**

- Basketball Court
- Exercise Facility
- Golf Course
- Hiking/Biking Trails
- Racquetball Court
- Recreation Room
- Shuffleboard Court
- Tennis Court
- Volleyball Court

**Pool Features\***

- Community Pool
- Private Pool
- Above Ground
- Diving Board
- Fenced Pool
- Heated Pool
- In Ground
- Indoor
- Lap
- No Pool
- Play Pool
- Salt Water
- Screen Enclosure
- Solar Pool Equipment
- Swimming Pool

**Lot Square Footage**

\_\_\_\_\_

**Restrictions**

**Property Type\***

- Apartment
- Condo
- Mobile/Manufactured
- Single Family
- Townhouse/Brownstone/Row House
- Other

Number of Garage Spaces\* \_\_\_\_\_

Carport Spaces\* \_\_\_\_\_

Slab Parking Spaces\* \_\_\_\_\_

Other Parking Information \_\_\_\_\_

**Patio/etc.**

- Balcony
- Covered Patio(s)
- Deck/Patio
- Outdoor Kitchen/Grilling Facility
- Patio
- Porch
- Roofdeck
- Screened in Patio(s)
- Terrace

**Water Features**

- Beach Access
- Beach Front
- Boat House
- Boat Ramp
- Boat Slip
- Creek
- Dock/Pier
- Lake/Pond
- River Front
- Stream
- Waterfront
- Waterway Access to Ocean

**Special Listing Conditions\***

- Age Restricted Community
- Owner/Agent
- Also for Sale
- N/A

**Property Structure\***

- Duplex
- Hi-Rise
- Mid-Rise
- Quadplex
- Triplex
- Mobile Home
- Single Family
- Townhouse/Brownstone/Row House
- Other

**Schools (Auto Assigned by Address)**

High School \_\_\_\_\_

Middle School \_\_\_\_\_

Elementary School\* \_\_\_\_\_

School District\* \_\_\_\_\_

**Disclosures**

- Rental Disc Avail
- Agency Discl Req
- Well Disclosure
- Flood Elevation Cert
- Other (See Remarks)

- Spr fnd./WQARF/DOD
- Special Asment Dist
- Vicinity of Airport
- None

**Unit**

**Bed & Bath**

**Bedrooms\***

- Studio
- 1 Bedroom
- 2 Bedroom
- 3 Bedroom
- 4 Bedroom
- 5 Bedroom
- 6 Bedroom
- 7 Bedroom
- 8 Bedrooms
- 9 Bedrooms
- 10 Bedrooms
- 11 Bedrooms
- 12 Bedrooms
- 13 Bedrooms
- 14 Bedrooms

**Bathrooms\***

- Full Bathrooms
- Half Bathrooms
- 3/4 Bathrooms

Total Square Footage

Finished Square Footage

**Pets Allowed\***

- Yes
- Yes w/restrictions
- No

Pet Specifications

**Pet Type**

- Breed Limitations (See Pet Specs)
- Cats
- Cats Only
- Large Dogs (Over 25lbs)
- No Species Limitations (See Pet Specs)
- Pets Negotiable
- Small Dogs (Under 25lbs)
- Small Pets
- Other (See Pet Specs)

**Laundry**

**Laundry Features\***

- Dryer Included
- Washer Included
- Dryer hookups in unit
- Hook-Ups
- Electric Hookup
- Stacked Washer/Dryer
- Gas Hookup
- Energy Star (See Remarks)
- Pay Per Use
- Washer hookups in unit
- See Remarks
- Other
- None
- Upstairs Laundry

**Location**

- Basement
- Common
- In-Building
- In-Unit
- Off-site Access
- In Garage

**Utilities**

**Utilities Available**

- Cable
- Cooling
- Electricity
- Gas
- Heat
- HOA Fees
- Hot Water
- Internet
- Property Maintenance
- Sewer
- Snow Removal
- Trash Removal
- Water
- Other (See Remarks)
- None

**AC Type\***

- Attic Fan
- Ceiling Fan(s)
- Central Air
- Evaporative Cooling
- Refrigeration
- Both Refrig & Evap
- HVAC SEER Rating
- Mini Split
- Programmable Thermostat
- Wall Unit(s)
- Window Unit
- Energy Star Qualified Equipment
- Other
- None

**Heating Type\***

- Baseboard
- Ceiling
- Central Heat
- Central Heat (Pay Blower)
- Electric
- Forced Air
- Gas Space
- Heat pump
- Heat Strip
- Mini Split
- Natural Gas
- Other
- Oil
- Pellet Stove
- None
- Propane
- Radiant
- Radiator
- Solar
- Wall Furnace
- Wall/Floor Heat
- Wood
- Energy Star Qualified Equipment
- See Remarks

Other Utilities

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**Unit**

Floor/level (if applicable)

Exterior Stories\*

**Unit Features**

- Audio System
- Bay Windows
- Built-ins
- Double Sinks
- Central Vacuum
- Crown Molding
- Double Paned Windows
- Double Vanity
- Fireplace
- Floor-to-ceilings Windows
- Keyless Entry
- Security System
- Skylight(s)
- Smart Home Appliances
- Storm Doors
- Storm Windows
- USB Outlets
- Vaulted Ceilings
- Walk-in Closet

**Furnishings**

Furnishings

- Furnished
- Furnished with Fee
- Partial Furnished
- Not Furnished

**Kitchen Features\***

- Granite Countertops
- Laminate Counters
- Quartz Countertops
- Kitchen Island
- Kitchen Vent
- Stainless Steel Appliances
- Trash Compactor
- Walk-in Pantry
- 220 Volts in Kitchen
- Energy Star (See Remarks)
- Pantry

**Appliances**

- Cooktop Gas
- Dishwasher
- Disposal
- Microwave Oven
- Built-in Microwave
- Freezer
- Mini Fridge
- Oven
- Double Oven
- Electric Oven
- Gas Oven
- Self Cleaning Oven
- Range
- Downdraft Range
- Electric Range
- Gas Range
- Range/Oven Electric
- Range/Oven Gas
- Refrigerator
- Stove Top

**Floor Type**

- Carpeted
- Concrete
- Laminate
- Linoleum
- Marble
- Parquet
- Stone
- Sustainable
- Tile
- Vinyl
- Wood
- Other

**Floors in Unit\***

- Basement
- 1 Level
- 1.5 Levels
- 2 Levels
- 3 Levels
- 4 Levels
- 5 Levels or higher

**Rooms**

- Bonus Room
- Den
- Dining Room
- Family Room
- Kitchen
- Laundry Space
- Library
- Living Room
- Loft
- Main Level - Primary Bedroom
- Office

**Description**

Public Remarks/Description\*

**Additional**

Dealed

Yes  
No  
Not Available

Rented Equipment

Propane Tank  
Satellite Dish  
Security System  
Water Softener

**Showing Information**

**Showing Information**

Building Showing Information

Unit Showing Instructions

Key Information

Open House Schedule

Virtual Showings Allowed

Yes  
No  
Unknown

**Access Method\***

- Agent/Agency
- Call Listing Office
- Call Owner Direct
- Key Pickup
- Lockbox Code
- Mech-box/Combo
- SentiLock
- Supra
- See Private Remarks
- Other
- None

**Unit Occupied**

- Yes
- No
- Unknown

**Use Aligned Showing**

- Yes
- No

Virtual Tour URL

Virtual Showing Notes

Showing Contact Information: Contact Name-DND2\*

Showing Contact Information: Contact Phone - DND2\*

Showing Instructions: Permission Required to Show YN\*

## Application

### Applications

- Use Apply Now by Rental Beast
- Use 3rd party online application
- Use a paper application
- Other
- Application Procedure text field

## Status

- Active
- Rented
- Application Pending
- Withdrawn
- Cancelled
- Coming Soon
- Temporarily Off Market

## Leads & Notes

### Syndication

#### Allow Syndication

- Yes
- No

#### Basic Syndicators

- Rental Beast
- MLS Website

#### Premium Syndicators

- Select All
- Zillow
- [Realtor.com](http://Realtor.com)
- [Rent.com](http://Rent.com)
- Zumper
- RentalSource
- Listanza
- Trovit
- Uloop
- Bex Realty

### Notes

#### Broker Notes

#### Private Notes

#### Notices/Disclosures

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Owner Signature

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Date

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Owner Signature

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Date

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Broker Signature

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Date