

# JACK KELLER INC. REALTORS

2440 WEST BAY DRIVE  
LARGO, FLORIDA 33770

727-586-1497

Since 1975

## MLS Form Instructions

1. You should have received **Forms A, B, Residential data entry form (13 pages), E & F.** (*Forms E & F only need to be completed if the structure was built before 1978.*)
2. Complete **Forms A, B & Residential data entry form (13 pages)**, completely and accurately. All owners must sign and date where indicated on the forms. (*Make sure all required areas are filled out completely or we cannot upload your property to the MLS!*)

If you need the **tax record information** for your property you can visit:

- [www.Tax.JackKeller.com](http://www.Tax.JackKeller.com)

3. If the structure was built *before* 1978, read **Form F**, and all owners must complete, sign and date the areas that are indicated on **Form E**.

4. MAIL, FAX or SCAN & E-MAIL **Forms A, B, Residential data entry form (7 pages), FINAL QUESTIONS** (*and E, if applicable*), to the address, fax #, or e-mail address listed at the bottom of the page.

5. If the owner of the property is a "Trust" or you have a "Power of Attorney" for one of the owners be sure to send us a copy of the portion of the trust agreement that names you a beneficiary or trustee; or a copy of the "Power of Attorney".

6. **SEND AT LEAST 1 PHOTO.** MLS rules REQUIRE at least 1 exterior photo of the front of the property to be loaded at the time we place your property in the MLS system. DUE TO THIS WE WILL NOT BE ABLE TO COMPLETE YOUR MLS LISTING UNTIL WE RECEIVE AT LEAST 1 PHOTO.

**\*Make sure all required areas are filled out completely or we cannot upload your property to the MLS!\***

When Jack Keller Inc., REALTORS, receives all completed and signed forms, your listing will be processed and uploaded into the MLS system. After your property is uploaded we will send you a copy of the actual complete listing from the MLS system. Please complete the page at the end of these forms to notify us how and where you would like to receive a copy of your listing and bill. Lockboxes can be purchased from your local home improvement center for around \$35 and can be kept after the sale of your property

**\*There are fines involved if we are not notified promptly of any changes/corrections/sales/contracts!\***

**\*In the event that you decide to come into our office to list, a minimum of \$150 per property will be charged.\***

**FAX: (727) 586-1499** (our fax is on 24/7)

UPLOAD PHOTOS AT [WWW.PHOTOS.JACKKELLER.COM](http://WWW.PHOTOS.JACKKELLER.COM) & E-MAIL LISTING INFO TO: [LISTINGS@JACKKELLER.COM](mailto:LISTINGS@JACKKELLER.COM)

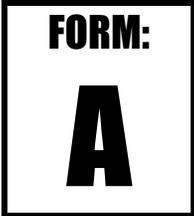
HOURS: M-F 9a.m.-5p.m. EST. (excluding holidays)

**NON-REPRESENTATION BROKER EXCLUSIVE NON-AGENCY LISTING AGREEMENT**

BROKER: Jack Keller Phone#: 727-586-1497

Brokerage: Jack Keller, Inc.

Address: 2440 West Bay Drive, Largo, FL 33770-1933



**\*\*\*\*\*All areas in the box below are REQUIRED.\*\*\*\*\***

Owner Name(s): \_\_\_\_\_

Property Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_  
(See tax record info)

Effective Date: 09/05/2014                      Expiration Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

List Price:\$ \_\_\_\_\_                      **Commission to selling real estate office:** \_\_\_\_\_  
*(The REALTOR that brings you the buyer is considered the "selling real estate office")*  
\*MLS rules **REQUIRE** a commission to be offered to a REALTOR® that brings you a buyer. The commission is an amount of your choice and may be either a FLAT FEE or a % of the sales price.\*

Latent Defects: \_\_\_\_\_  
(See heading below. If none enter N/A)

Special Terms: \_\_\_\_\_  
(If none enter N/A)

Is Owner #1 a U.S. Citizen:    YES    NO                      Is Owner #2 a U.S. Citizen:    YES    NO

**NO BROKERAGE RELATIONSHIP NOTICE:**

**FLORIDA LAW REQUIRES THAT REAL ESTATE LICENSEES WHO HAVE NO BROKERAGE RELATIONSHIP WITH A POTENTIAL SELLER OR BUYER DISCLOSE THEIR DUTIES TO SELLERS AND BUYERS.**

As a real estate licensee who has no brokerage relationship with you, Jack Keller, Inc., Jack Keller, and its associates owe to you the following duties:

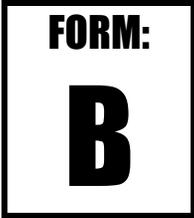
1. Dealing honestly and fairly;
2. Disclosing all known facts that materially affect the value of residential real property which are not readily observable to the buyer.
3. Accounting for all the funds entrusted to the licensee.

**NON-REPRESENTATION BROKERAGE STATUS:** Broker will act as a non-agent non-representation broker to facilitate a transaction between Seller(s) and a buyer. Seller(s) understands that Broker does not represent Seller(s) as Seller's agent. Broker will treat both parties with honesty and fairness; will disclose all facts materially affecting the value of the property to both parties; will account to both parties for money or property that comes into Broker's possession; and will use skill, care and diligence in facilitating the transaction.

**MULTIPLE LISTING SERVICE:** Seller(s) requests the listing Broker to publish this listing with the Multiple Listing Service. Seller(s) agrees to comply with the rules, regulations and decisions of the Multiple Listing Service. Listing Broker may unilaterally withdraw the listing from the MLS for non-compliance. Seller(s) agrees to promptly reimburse and compensate listing Broker for all charges or fines levied by the MLS for non-compliance. Seller(s) agrees to indemnify and hold the listing Broker harmless for any technical issues, problems, changes or decisions of the Multiple Listing Service, reciprocal computer systems, or any other electronic media that adversely affect efforts to procure a transaction through the use of said service and Broker may change any policies and fees at any time it deems appropriate in response thereto. In the event no expiration date is filled in above, the term of this agreement shall be for two months from the Effective Date. Seller(s) agrees to use the same list price in all other forms of media in which the property is advertised. Seller(s) agrees to allow listing broker to disclose a possible short sale, actual short sale or pre-foreclosure when such an instance occurs or is a possibility.

**LISTING BROKER COMPENSATION:** Broker shall be compensated at a rate of \$150.00 per property, for professional services rendered in listing the property in the Multiple Listing Service. Services shall include, but are not limited to, required disclosures, listing agreement, MLS profile sheets, data entry to MLS system, initial printouts and photo installation. A late fee of \$25.00 per week may be charged by Broker on any fees more than seven days past due and Broker may charge additional fees when reactivating expired, withdrawn or cancelled listings, and may charge selling brokers a transaction fee to be collected at closing.

**NON-REPRESENTATION BROKER EXCLUSIVE NON-AGENCY LISTING AGREEMENT**



**CONSULTATION ON REQUEST:** Upon Seller’s request, Broker will provide additional services for a fee or consultation services at the hourly rate of \$150.00 per hour, pro-rated to the nearest minute, including travel time. While Broker is licensed and legally qualified to give advice concerning real estate transactions, Seller(s) understands that legal and tax counseling is advisable prior to entry into any transaction and special legal and tax counseling is advisable if Seller(s) is not a U.S. citizen. Seller(s) shall, when billed, promptly pay Broker for professional services rendered at said rate.

**FAILURE TO COMPENSATE:** In the event of Seller’s failure to promptly pay and/or reimburse Broker, Broker may unilaterally withdraw all property from the Multiple Listing Service, remove the lockbox and/or sign, place a lien on Seller(s) property, and all services by Broker shall terminate. If any bill for professional services is left unpaid, and/or the Seller(s) has breached the terms hereof, any damage deposit(s) may be used by Broker for repairs and/or replacement, and/or to pay any unsettled accounts for professional services, and/or to pay any damages sustained by Broker, and/or to reimburse Broker for any bank charges incurred by Broker due to any checks being returned by Seller’s bank, and any of said deposit(s) not so used shall be returned to Seller. A fee of \$25 will be charged on any returned check. Seller agrees to pay Broker’s reasonable attorneys’ fees, court costs, collection service costs, and all other costs incident to collection.

**SELLING BROKER COMPENSATION:** Seller(s) offers the compensation specified above to members of the Multiple Listing Service, including Buyer’s agents, transaction brokers, and non-representation brokers, for procuring a prospect ready, willing and able to enter into a transaction with the Seller(s) in accordance with the terms and conditions set forth herein, or upon lesser price, terms and conditions acceptable to Seller(s), during the listing period specified above, or within the subsequent protection period of 120 days, to anyone whom a member of the Multiple Listing Service, Buyer’s agent or other transaction broker has shown the property prior to final listing termination. However, no compensation will be due Broker if property is relisted after termination date with another broker.

**LOCKBOX PLACEMENT: UNAUTHORIZED USE:** If a lockbox is requested to be placed on the property by Seller(s), Seller(s) agrees that Broker, the Multiple Listing Service and/or its members shall not be responsible for its unlawful or unauthorized entry or use.

**TITLE TO PROPERTY:** Seller(s) certifies and represents that he/she/it is legally entitled to convey the property and all improvements thereon, and that the title and right to possession of the property is free of encumbrances and defects which cannot be removed prior to settlement. Seller(s) will provide title insurance as may be required to settle the transaction, and will execute and deliver all settlement documents in a timely fashion.

**LATENT DEFECTS:** Seller(s) agrees to make all legally required disclosures, including all facts which may materially affect the value or desirability of the property and are not readily observable or known by the buyer. Seller(s) has no knowledge of any such latent defects other than those specified above, and will disclose such to buyer, buyer’s agent, transaction broker, or other member of the Multiple Listing Service, including any material facts that arise after the effective date of this agreement.

**OWNER-PROCURED TRANSACTION:** No compensation will be payable to selling broker if Seller(s) obtains a buyer through his/her/its own efforts, and not through efforts, assistance, materials and/or information provided by a buyer’s agent, transaction broker or other member of the Multiple Listing Service; and provided that a transaction is not made with anyone with whom the Seller(s) had previous knowledge of that person’s interest or had discussions and/or negotiations concerning same at or prior to the effective date of this listing agreement, unless the names of the persons are set forth herein.

**SELLER(S) OBLIGATION TO INFORM BROKER:** Seller(s) agrees to inform Broker immediately upon Seller(s) entering into a sales contract with a buyer procured by either Seller(s), Buyer’s Agent, Transaction Broker or other member of the Multiple Listing Service; and shall include the buyer’s name(s), financing arrangements, contingencies, contract date, title or escrow agent, settlement date and price. In the event Seller(s) fails to comply with this provision, Broker may unilaterally withdraw the listing from the Multiple Listing Service, charge Seller(s) a \$299 penalty in addition to any fines levied by MLS service and remove the lockbox (if any) at the hourly rate of \$150.00 per hour, pro-rated to the nearest minute, including travel time., and said fee may be taken from any lockbox deposit or other deposits on account, and any unused portion shall be returned to Seller(s). Seller(s) agrees to pay Broker’s reasonable attorneys’ fees, court costs, collection service costs, and all other costs incident to collection.

**DISCRIMINATION:** Seller(s) and Broker will offer the property described above to any person without regard to race, color, religion, sex, handicap, familial status, national origin or any other factor protected by federal, state or local law.

**PERSONS BOUND: MISCELLANEOUS:** This agreement shall bind and inure to the benefit of the parties and their successors in interest. Whenever the context permits, singular shall include plural and one gender shall include all. Listing Broker may assign this agreement to another listing office. Signatures, initials and modifications communicated by facsimile or electronic methods will be considered as originals. The term “buyer” as used in this agreement shall include buyers, tenants, exchangers, optionees and other categories of potential or actual transferees. Seller(s) may withdraw or cancel “active” listing agreement at any time and this agreement shall be terminated, provided that no Contract for Sale is pending and all fees have been paid to Broker. Seller(s) requests that the listing expiration date be extended forty-five days in the event listing expires while under contract; (for MLS statistical purposes only). Seller authorizes Broker to unilaterally withdraw from this agreement for any reason.

**ACKNOWLEDGEMENT:** Seller(s) acknowledges retaining or receiving a copy of this listing. Seller(s) and Broker agree that this constitutes the entire listing agreement between them and may only be modified, extended or cancelled by written agreement between them. Included in this listing agreement is a written property profile sheet attached hereto. Seller(s) hereby represents all statements contained herein to be true and accurate to the best of his/her/its knowledge and belief, and agrees to hold Broker and any cooperating Brokers harmless from any liability in connection therewith.

**ALL OWNERS MUST SIGN HERE!**

\_\_\_\_\_

**Owner Signature**

\_\_\_\_\_

**Owner Signature**

\_\_\_\_\_

**Owner Signature**

\_\_\_\_\_

**Date**

X \_\_\_\_\_ **Date:** \_\_\_\_\_

**Brokerage Acceptance (For office use only)**



# My Florida Regional Multiple Listing Service

## MATRIX RESIDENTIAL DATA ENTRY FORM

**\*\* Indicates a Required Field**

Indicates a Single Choice Field

Indicates a Multiple Choice Field

[G] = Green Fields

**LISTING TAB-STATUS AND LISTING INFORMATION**

	**List Date	**Expiration Date	**List Price	
<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>
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**SCHOOLS**

Elementary School

Middle or Junior School

High School

\_\_\_\_\_

**EXTERIOR/POOL TAB - \*\*POOL**

Pool Dimensions

- Community     None     Private

Pool Type (8)

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Above Ground          | <input type="checkbox"/> Auto Cleaner                | <input type="checkbox"/> Child Safety Fence       |
| <input type="checkbox"/> Diving Board          | <input type="checkbox"/> Fiberglass                  | <input type="checkbox"/> Gunite/Concrete          |
| <input type="checkbox"/> Heated Pool           | <input type="checkbox"/> Heated Spa                  | <input type="checkbox"/> In Ground                |
| <input type="checkbox"/> Infinity Edge         | <input type="checkbox"/> Inside                      | <input type="checkbox"/> Other Water Feature      |
| <input type="checkbox"/> Other                 | <input type="checkbox"/> Outside Bath Access         | <input type="checkbox"/> Pool Sweep               |
| <input type="checkbox"/> Salt Water [G]        | <input type="checkbox"/> Screen Enclosure            | <input type="checkbox"/> Solar Cover for Pool [G] |
| <input type="checkbox"/> Solar Heated Pool [G] | <input type="checkbox"/> Solar Powered Pool Pump [G] | <input type="checkbox"/> Spa                      |
| <input type="checkbox"/> Tile                  | <input type="checkbox"/> Vinyl                       |   |

**EXTERIOR/POOL TAB - EXTERIOR INFORMATION**

\*\*Property Style

- |  |  |  |
|--|--|--|
| <input type="radio"/> 1/2 Duplex                 | <input type="radio"/> Co-op            | <input type="radio"/> Condo              |
| <input type="radio"/> Condo - Hotel              | <input type="radio"/> Dock/Rackominium | <input type="radio"/> Farm               |
| <input type="radio"/> Manufactured / Mobile Home | <input type="radio"/> Modular          | <input type="radio"/> Single Family Home |
| <input type="radio"/> Townhouse                  | <input type="radio"/> Villa            |  |

Mobile Home Style

- Pre-Fabrication     Mobile Home

\*\*Property Description (4)

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> 1st Floor Multi-Story | <input type="checkbox"/> 2nd Floor / Multi Story | <input type="checkbox"/> 3rd Floor + above Multi-Story |
| <input type="checkbox"/> Efficiency            | <input type="checkbox"/> Elevated                | <input type="checkbox"/> End Unit                      |
| <input type="checkbox"/> Ground Floor Unit     | <input type="checkbox"/> High-Rise               | <input type="checkbox"/> In M / H Community            |
| <input type="checkbox"/> Mid-Rise              | <input type="checkbox"/> One Story               | <input type="checkbox"/> Out of M / H Community        |
| <input type="checkbox"/> Penthouse             | <input type="checkbox"/> Split Level             | <input type="checkbox"/> Three Story                   |
| <input type="checkbox"/> Townhouse 2-3 Floors  | <input type="checkbox"/> Tri-Level               | <input type="checkbox"/> Two Story                     |

Architectural Styles (6)

- |                                      |  |  |                                       |
|--------------------------------------|--|--|---------------------------------------|
| <input type="checkbox"/> Bungalow    | <input type="checkbox"/> Cape Cod          | <input type="checkbox"/> Colonial                | <input type="checkbox"/> Contemporary |
| <input type="checkbox"/> Courtyard   | <input type="checkbox"/> Custom            | <input type="checkbox"/> Dutch Provincial        | <input type="checkbox"/> Elevated     |
| <input type="checkbox"/> Florida     | <input type="checkbox"/> French Provincial | <input type="checkbox"/> Historical              | <input type="checkbox"/> Key West     |
| <input type="checkbox"/> Patio       | <input type="checkbox"/> Ranch             | <input type="checkbox"/> Spanish / Mediterranean | <input type="checkbox"/> Townhouse    |
| <input type="checkbox"/> Traditional | <input type="checkbox"/> Tudor             | <input type="checkbox"/> Victorian               | <input type="checkbox"/> Villa        |
| <input type="checkbox"/> Other       |  |  |                                       |

\*\*Location (10)

- |  |  |  |  |
|--|--|--|--|
| <input type="checkbox"/> Balcony           | <input type="checkbox"/> Close to Bus Line | <input type="checkbox"/> Coastal Constr Ctrl Lnn | <input type="checkbox"/> Conservation Area     |
| <input type="checkbox"/> Corner Lot        | <input type="checkbox"/> Corner Unit       | <input type="checkbox"/> Cul de Sac              | <input type="checkbox"/> Drainage Canal        |
| <input type="checkbox"/> End Unit          | <input type="checkbox"/> Flood Zone        | <input type="checkbox"/> Garden View             | <input type="checkbox"/> Golf Course Frontage  |
| <input type="checkbox"/> Golf Course View  | <input type="checkbox"/> Greenbelt         | <input type="checkbox"/> Greenbelt View          | <input type="checkbox"/> Highway Frontage      |
| <input type="checkbox"/> Hilly             | <input type="checkbox"/> Historic District | <input type="checkbox"/> In City Limits          | <input type="checkbox"/> In County             |
| <input type="checkbox"/> Level             | <input type="checkbox"/> Lot – Flag        | <input type="checkbox"/> Lot - Irregular         | <input type="checkbox"/> Lot - Key             |
| <input type="checkbox"/> Lot – Oversized   | <input type="checkbox"/> Lot - Tip         | <input type="checkbox"/> Pasture/Agriculture     | <input type="checkbox"/> Park View             |
| <input type="checkbox"/> Pool View         | <input type="checkbox"/> Sidewalk          | <input type="checkbox"/> Street Brick            | <input type="checkbox"/> Street Dead-End       |
| <input type="checkbox"/> Street One Way    | <input type="checkbox"/> Street Paved      | <input type="checkbox"/> Street Private          | <input type="checkbox"/> Street Unpaved        |
| <input type="checkbox"/> Tennis Court View | <input type="checkbox"/> Unincorporated    | <input type="checkbox"/> Wooded View             | <input type="checkbox"/> Zoning Permits Horses |

- Front Exposure     N     S     E     W     NE     NW     SE     SW

\*\*Exterior Construction (5)

- |                                     |  |
|-------------------------------------|--|
| <input type="checkbox"/> Asbestos   | <input type="checkbox"/> Block   |
| <input type="checkbox"/> Brick      | <input type="checkbox"/> ICF Insulated Concrete Forms [G]                |
| <input type="checkbox"/> Log        | <input type="checkbox"/> Metal Frame                                     |
| <input type="checkbox"/> On Piling  | <input type="checkbox"/> Other   |
| <input type="checkbox"/> Siding     | <input type="checkbox"/> SIP Structurally Insulated Panel [G]            |
| <input type="checkbox"/> Stem Wall  | <input type="checkbox"/> Stone   |
| <input type="checkbox"/> Stucco     | <input type="checkbox"/> Tilt Up Walls [G]                               |
| <input type="checkbox"/> Wood Frame | <input type="checkbox"/> Wood Frame (Forestry Stewardship Certified) [G] |

\*\*Roof (3)

- |                                   |                                   |                                |                                |                                    |                                |
|-----------------------------------|-----------------------------------|--------------------------------|--------------------------------|------------------------------------|--------------------------------|
| <input type="checkbox"/> Built up | <input type="checkbox"/> Membrane | <input type="checkbox"/> Metal | <input type="checkbox"/> Other | <input type="checkbox"/> Roof Over | <input type="checkbox"/> Shake |
| <input type="checkbox"/> Shingle  | <input type="checkbox"/> Slate    | <input type="checkbox"/> Tile  |                                |                                    |                                |

\*\*Foundation (3)

- |                                   |                                     |                               |                                    |                                       |
|-----------------------------------|-------------------------------------|-------------------------------|------------------------------------|---------------------------------------|
| <input type="checkbox"/> Basement | <input type="checkbox"/> Crawlspace | <input type="checkbox"/> Slab | <input type="checkbox"/> Stem Wall | <input type="checkbox"/> Stilt / Wood |
|-----------------------------------|-------------------------------------|-------------------------------|------------------------------------|---------------------------------------|

\*\*Exterior Features

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Balcony/Sun Deck         | <input type="checkbox"/> Barn                      | <input type="checkbox"/> Detached In-Law Apt      |
| <input type="checkbox"/> Detached Workshop        | <input type="checkbox"/> Dog Run                   | <input type="checkbox"/> Fenced                   |
| <input type="checkbox"/> French Doors             | <input type="checkbox"/> Fruit Trees               | <input type="checkbox"/> Gazebo                   |
| <input type="checkbox"/> Greenhouse               | <input type="checkbox"/> Gutters/Downspouts        | <input type="checkbox"/> Handicap Modified        |
| <input type="checkbox"/> Hot Tub/Spa              | <input type="checkbox"/> Hurricane Shutters        | <input type="checkbox"/> Irrigation System        |
| <input type="checkbox"/> Mature Landscaping       | <input type="checkbox"/> Oak Trees                 | <input type="checkbox"/> Gutters / Downspouts     |
| <input type="checkbox"/> Other                    | <input type="checkbox"/> Outdoor Grill             | <input type="checkbox"/> Outdoor Kitchen          |
| <input type="checkbox"/> Outdoor Shower           | <input type="checkbox"/> Parking - RV/Boat         | <input type="checkbox"/> Patio/Porch/Deck Covered |
| <input type="checkbox"/> Patio/Porch/Deck Open    | <input type="checkbox"/> Patio/Porch/Deck Screened | <input type="checkbox"/> Rental Apartment         |
| <input type="checkbox"/> Outdoor Lights           | <input type="checkbox"/> Satellite Dish            | <input type="checkbox"/> Sauna                    |
| <input type="checkbox"/> Screen/Covered Enclosure | <input type="checkbox"/> Sliding Doors             | <input type="checkbox"/> Sprinkler Metered        |
| <input type="checkbox"/> Stables                  | <input type="checkbox"/> Storage                   | <input type="checkbox"/> Tennis Court - Private   |
| <input type="checkbox"/> Trees/Landscaped         | <input type="checkbox"/> Utility Shed              | <input type="checkbox"/> Wheelchair Accessible    |
| <input type="checkbox"/> Xeriscape                |  |   |



- \*\*Total Acreage**
- |  |  |  |  |
|--|--|--|--|
| <input type="radio"/> Zero Lot Line      | <input type="radio"/> Up to 10,889 Sq. Ft. | <input type="radio"/> 1/4 Acre to 21,779 Sq. Ft. | <input type="radio"/> 1/2 acre to 1 acre   |
| <input type="radio"/> One+ to Two acres  | <input type="radio"/> Two + to Five acres  | <input type="radio"/> 5 to less than 10          | <input type="radio"/> 10 to less than 20   |
| <input type="radio"/> 20 to less than 50 | <input type="radio"/> 50 to less than 100  | <input type="radio"/> 100 to less than 200       | <input type="radio"/> 200 to less than 500 |
| <input type="radio"/> 500+ acres         | <input type="radio"/> Non-Applicable       |  |  |

**LAND AND TAX TAB - PARCEL**

- \*\*Homestead Y/N**      **Other Exemptions Y/N**      **\*\*CDD Y/N**      **CDD Fee**
- |                           |                           |                           |                      |
|---------------------------|---------------------------|---------------------------|----------------------|
| <input type="radio"/> Yes | <input type="radio"/> Yes | <input type="radio"/> Yes | <input type="text"/> |
| <input type="radio"/> No  | <input type="radio"/> No  | <input type="radio"/> No  |                      |

- Future Land Use**      **Planned Unit Development**      **\*\*New Construction**      **Construction Status**
- |                      |                           |                           |  |
|----------------------|---------------------------|---------------------------|--|
| <input type="text"/> | <input type="radio"/> Yes | <input type="radio"/> Yes | <input type="radio"/> Completed          |
|                      | <input type="radio"/> No  | <input type="radio"/> No  | <input type="radio"/> Pre-Construction   |
|                      |                           |                           | <input type="radio"/> Under Construction |

- Projected Completion Date**      **Special Tax District Y/N (Tampa)**      **\*\*Total Units**      **Land Lease Fee**
- |                      |                           |                      |                      |
|----------------------|---------------------------|----------------------|----------------------|
| <input type="text"/> | <input type="radio"/> Yes | <input type="text"/> | <input type="text"/> |
|                      | <input type="radio"/> No  |                      |                      |

**INTERIOR TAB - INTERIOR INFORMATION**

- \*\*Beds**      **\*\*Full Baths**      **\*\*Half Baths**      **\*\*Square Feet Heated**      **Total SqFt**
- |                      |                      |                      |                      |                      |
|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> |
|----------------------|----------------------|----------------------|----------------------|----------------------|

- \*\*Sq Ft Source**
- |                                 |                               |                                |                                      |                                      |
|---------------------------------|-------------------------------|--------------------------------|--------------------------------------|--------------------------------------|
| <input type="radio"/> Appraisal | <input type="radio"/> Builder | <input type="radio"/> Measured | <input type="radio"/> Owner Provided | <input type="radio"/> Public Records |
|---------------------------------|-------------------------------|--------------------------------|--------------------------------------|--------------------------------------|

- \*\*Utilities (10)**
- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Aerobic Septic            | <input type="checkbox"/> BB/HS Internet Avail    | <input type="checkbox"/> Cable Available          |
| <input type="checkbox"/> City Water                | <input type="checkbox"/> Cable Connected         | <input type="checkbox"/> Electric                 |
| <input type="checkbox"/> Canal/Lake For Irrigation | <input type="checkbox"/> County Water            | <input type="checkbox"/> Fiber Optics             |
| <input type="checkbox"/> Fire Hydrant              | <input type="checkbox"/> None                    | <input type="checkbox"/> Other                    |
| <input type="checkbox"/> Gas                       | <input type="checkbox"/> Private Sewer           | <input type="checkbox"/> Private Utilities        |
| <input type="checkbox"/> Generator Hookup          | <input type="checkbox"/> Integrated Generator    | <input type="checkbox"/> Private Municipal System |
| <input type="checkbox"/> Public Sewer              | <input type="checkbox"/> Mini Sewer              | <input type="checkbox"/> Public Utilities         |
| <input type="checkbox"/> Public Municipal Water    | <input type="checkbox"/> Private Municipal Water | <input type="checkbox"/> Septic                   |
| <input type="checkbox"/> Sprinkler Meter           | <input type="checkbox"/> Sprinkler Recycled      | <input type="checkbox"/> Public Water Avail       |
| <input type="checkbox"/> Sprinkler Well            | <input type="checkbox"/> Street Lights           | <input type="checkbox"/> Underground              |
| <input type="checkbox"/> Well                      |  |   |

- Additional Rooms (9)**
- |   |   |   |  |
|---|---|---|--|
| <input type="checkbox"/> Bonus Room         | <input type="checkbox"/> Breezeway      | <input type="checkbox"/> Den / Library / Office | <input type="checkbox"/> Double Master Bedroom |
| <input type="checkbox"/> Family Room        | <input type="checkbox"/> Florida Room   | <input type="checkbox"/> Foyer                  | <input type="checkbox"/> Game Room             |
| <input type="checkbox"/> Inlaw / Rental Apt | <input type="checkbox"/> Inside Utility | <input type="checkbox"/> Loft                   | <input type="checkbox"/> Media Room            |

- \*\*Air Conditioning (2)**
- |   |                                     |                                 |  |
|---|-------------------------------------|---------------------------------|--|
| <input type="checkbox"/> Central        | <input type="checkbox"/> Humidistat | <input type="checkbox"/> No Air | <input type="checkbox"/> Wall Units/Window |
| <input type="checkbox"/> Zoned/Multiple |                                     |                                 |  |

\*\*Heating and Fuel (6)

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Central                   | <input type="checkbox"/> Fuel - Electric      | <input type="checkbox"/> Fuel - Gas Bottled |
| <input type="checkbox"/> Fuel - Gas Natural        | <input type="checkbox"/> Fuel - Oil           | <input type="checkbox"/> Heat Pump          |
| <input type="checkbox"/> Heat Recovery Unit        | <input type="checkbox"/> No Heat              | <input type="checkbox"/> Other              |
| <input type="checkbox"/> Partial                   | <input type="checkbox"/> Radiant / Baseboards | <input type="checkbox"/> Radiant / Ceiling  |
| <input type="checkbox"/> Solar                     | <input type="checkbox"/> Space Heater         | <input type="checkbox"/> Wall Furnace       |
| <input type="checkbox"/> Wall Units / Window Units | <input type="checkbox"/> Zoned / Multiple     |   |

\*\*Appliances Included/ (13)

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Built In Oven          | <input type="checkbox"/> Compactor                   | <input type="checkbox"/> Cook Top Only         |
| <input type="checkbox"/> Convection Oven        | <input type="checkbox"/> Dishwasher                  | <input type="checkbox"/> Disposal              |
| <input type="checkbox"/> Dryer                  | <input type="checkbox"/> Exhaust Fan                 | <input type="checkbox"/> Freezer               |
| <input type="checkbox"/> Gas Appliances         | <input type="checkbox"/> Hot Water Electric          | <input type="checkbox"/> Hot Water Gas         |
| <input type="checkbox"/> Indoor Grill           | <input type="checkbox"/> Kitchen Reverse Osmosis Sys | <input type="checkbox"/> Microwave             |
| <input type="checkbox"/> Microwave Hood         | <input type="checkbox"/> None                        | <input type="checkbox"/> Other                 |
| <input type="checkbox"/> Oven                   | <input type="checkbox"/> Oven Double                 | <input type="checkbox"/> Range                 |
| <input type="checkbox"/> Range Hood             | <input type="checkbox"/> Refrigerator                | <input type="checkbox"/> Solar Hot Water Owned |
| <input type="checkbox"/> Tankless Water Heater  | <input type="checkbox"/> Solar Hot Water Rented      | <input type="checkbox"/> Washer                |
| <input type="checkbox"/> Water Softener Owned   | <input type="checkbox"/> Water Softener Rented       | <input type="checkbox"/> Water Aerator Owned   |
| <input type="checkbox"/> Water Aerator Rented   | <input type="checkbox"/> Water Filter Owned          | <input type="checkbox"/> Water Filter Rented   |
| <input type="checkbox"/> Wine/Bar Refrigeration |  |  |

Interior Layout (8)

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Breakfast Room Separate     | <input type="checkbox"/> Eating Space In Kitchen  | <input type="checkbox"/> Formal Dining Room Separate |
| <input type="checkbox"/> Formal Living Room Separate | <input type="checkbox"/> Great Room               | <input type="checkbox"/> Kitchen/Family Room Combo   |
| <input type="checkbox"/> 'L' Dining                  | <input type="checkbox"/> Living/Dining Room Combo | <input type="checkbox"/> Living Room/Great Room      |
| <input type="checkbox"/> Master Bedroom Downstairs   | <input type="checkbox"/> Open Floor Plan          | <input type="checkbox"/> Split Bedroom               |
| <input type="checkbox"/> Volume Ceilings             |   |  |

\*\*Interior Features (14)

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Attic                | <input type="checkbox"/> Attic Ventilator          | <input type="checkbox"/> Blinds/Shades           |
| <input type="checkbox"/> Built in Features    | <input type="checkbox"/> Cathedral/Vaulted Ceiling | <input type="checkbox"/> Ceiling Fan(s)          |
| <input type="checkbox"/> Central Vacuum       | <input type="checkbox"/> Corridor Access           | <input type="checkbox"/> Crown Moulding          |
| <input type="checkbox"/> Dry Bar              | <input type="checkbox"/> Dumb Waiter               | <input type="checkbox"/> Elevator                |
| <input type="checkbox"/> Fire Sprinkler       | <input type="checkbox"/> Furnished                 | <input type="checkbox"/> Furnishing - Optional   |
| <input type="checkbox"/> Handicapped Modified | <input type="checkbox"/> Hot Tub/Spa               | <input type="checkbox"/> In Wall Pest System     |
| <input type="checkbox"/> Inside Utility       | <input type="checkbox"/> Intercom System           | <input type="checkbox"/> Medical Alarm           |
| <input type="checkbox"/> Radiant Barrier      | <input type="checkbox"/> Rods                      | <input type="checkbox"/> Sauna                   |
| <input type="checkbox"/> Skylights            | <input type="checkbox"/> Smoke Alarms              | <input type="checkbox"/> Solid Surface Counters  |
| <input type="checkbox"/> Solid Wood Cabinets  | <input type="checkbox"/> Storage Room              | <input type="checkbox"/> Thermal Windows         |
| <input type="checkbox"/> Tray Ceiling         | <input type="checkbox"/> TV Antenna                | <input type="checkbox"/> Unfurnished             |
| <input type="checkbox"/> Video Monitoring     | <input type="checkbox"/> Walk In Closet            | <input type="checkbox"/> Washer/Dryer Hookup     |
| <input type="checkbox"/> Wet Bar              | <input type="checkbox"/> Wheelchair Accessible     | <input type="checkbox"/> Whole House R.O. System |
| <input type="checkbox"/> Window Treatment     | <input type="checkbox"/> Other                     |  |





Water Name

Waterfront Feet

**WATER/GREEN TAB - GREEN INFORMATION**

Green Certifications (G) (4)

- EarthCraft House
- Energy Star Home
- EPA Indoor Air Quality Plus
- EPA Watersense
- FGBC Green Certified Home
- FGBC Remodel
- Florida Certified Yard
- Florida Friendly Yard Recognition
- Florida Water Star
- FORTIFIED for Safer Living
- Geothermal HVAC
- LEED Certified Building
- LEED for Homes
- LEED Neighborhood Development
- NAHB Certification
- Other – Specify in Remarks

Green Energy Features (G) (9)

- Energy Star Dishwasher
- Energy Star Refrigerator
- Energy Star Qualified Roof Product
- Energy Star Washer
- Energy Star Windows
- Gas Tankless Appliances
- Geothermal Heat Pump
- Heat Pump Water Heater
- Heat Recovery Unit
- Humidistat
- HVAC SEER 15+
- HVAC SEER 20+
- Hydro Power
- Hydronic Radiant Heating
- Outdoor Lighting – None
- Outdoor Lighting – Solar
- Programmable Thermostat
- Radiant Barrier
- Reflective Roofing Material
- Solar Hydronic Radiant Heat
- Solar Power
- Solar Water Heater
- Sprayfoam Insulation – Attic
- Sprayfoam Insulation – Walls
- Wind

Green Water Features (G) (15)

- Cistern
- Drip Irrigation
- Dual Flush Toilets
- Grey Water Use-Whole House
- High Eff. Faucet/Fixtures
- High Eff. (Low Flow) Toilet
- Irrigation – Low Volume
- Irrigation - None
- Irrigation – Reclaimed Water
- Rain Barrels-Spigot/Overflow
- Whole House Water Purification

Green Landscaping (G) (4)

- Fl. Friendly/Native Landscape
- Non Toxic Fertilizer/Pesticides
- Veg. (Productive) Garden
- Rain Water Harvesting

Indoor Air Quality (G) (15)

- Bath Fans Vented to Outside
- Fireplace - Direct Vent
- Fresh Air Ventilation System
- HVAC Filter MERV 8+
- No/Low VOC Paint/Finish
- No/Low VOC Flooring
- Non Toxic Pest Control
- HVAC Cartridge/Media Filter
- HVAC UV/Elec. Filtration
- Range Hood Vented to Outside
- Sealed Combustion
- Whole House Vacuum System

Disaster Mitigation (G) (7)

- Above Flood Plain
- Fire Resistant Exterior
- Fire/Smoke Detection Integration
- Hurricane Insurance Deduction Qual..
- Hurricane Shutters/Windows
- Lightning Protection System
- Safe Room

HERS Index

**OWNER TAB - OWNER**

Owner Name

Owner Phone

Tenant Name

Tenant Phone

\*\*Ownership

- Co-Op
- Condominium
- Land-Lease
- Fee Simple
- Condo - Hotel
- Fractional Ownership

**COMMUNITY TAB - ASSOCIATION INFORMATION**

\*\*HOA/COMM ASSN

- None
- Optional
- Required

HOA Fee

HOA Payment Schedule

- Annual
- Quarterly
- Monthly
- Semi Annual

Condo Maintenance Fee

Condo Maintenance Fee Schedule

- Annual
- Quarterly
- Monthly
- Semi Annual

Mo. Maintenance \$

Community Features (25)

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Airport/Runway                    | <input type="checkbox"/> Boat Slip                      | <input type="checkbox"/> Association Recreation - Lease |
| <input type="checkbox"/> Buyer Approval Required           | <input type="checkbox"/> Association Recreation - Owned | <input type="checkbox"/> Card Entry                     |
| <input type="checkbox"/> Community Hot Tub/Spa             | <input type="checkbox"/> Community Boat Ramp            | <input type="checkbox"/> Deed Restrictions              |
| <input type="checkbox"/> Dock                              | <input type="checkbox"/> Elevators                      | <input type="checkbox"/> Fees Required                  |
| <input type="checkbox"/> Fishing Pier                      | <input type="checkbox"/> Fitness                        | <input type="checkbox"/> Gated Community                |
| <input type="checkbox"/> Golf Community                    | <input type="checkbox"/> Handicap Modified              | <input type="checkbox"/> Horse Stables                  |
| <input type="checkbox"/> Irrigation By Reclaimed Water [G] | <input type="checkbox"/> Laundry Facility               | <input type="checkbox"/> Maintenance Free               |
| <input type="checkbox"/> No Deed Restriction               | <input type="checkbox"/> No Truck/RV/Motorcycle Parking | <input type="checkbox"/> None                           |
| <input type="checkbox"/> Optional Additional Fees          | <input type="checkbox"/> Playground                     | <input type="checkbox"/> Park                           |
| <input type="checkbox"/> Public Boat Ramp                  | <input type="checkbox"/> Racquet Ball                   | <input type="checkbox"/> Private Boat Ramp              |
| <input type="checkbox"/> Recreation Building               | <input type="checkbox"/> Security                       | <input type="checkbox"/> Storage                        |
| <input type="checkbox"/> PUD                               | <input type="checkbox"/> Tennis Courts                  | <input type="checkbox"/> Water Access                   |
| <input type="checkbox"/> Waterfront Complex                | <input type="checkbox"/> Special Comm Restrictions      | <input type="checkbox"/> Tenants No Pets                |

Other Fees Y/N

- Yes
- No

Other Fees Amount

Other Fees Term

- Annual
- Monthly
- Quarterly
- Semi Annual

Deed Restrictions Y/N

- Yes
- No

Monthly HOA Amount

Monthly Condo Fee Amount

**COMMUNITY TAB - HOUSING FOR OLDER PERSONS**

\*\*HOUSING FOR OLDER PERSONS (2)

- 55+
- 62+
- N/A

FCHR Website

- Yes
- No

Affidavit

- Yes
- No

Expire Renewal Date

**PETS**

Pets Allowed Y/N

- Yes
- No

Pet Restrictions Y/N

- Yes
- No

Number of Pets

Pet Size

Max Pet Weight

Pet Restrictions

**REALTOR INFORMATION TAB – REALTOR INFORMATION**

Financing Available (10)

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Energy Efficient Mortgage [G] | <input type="checkbox"/> Assumable - Must Qualify | <input type="checkbox"/> Assumable - Non Qualify |
| <input type="checkbox"/> Cash                          | <input type="checkbox"/> Conventional             | <input type="checkbox"/> Exchange/Trade          |
| <input type="checkbox"/> FHA                           | <input type="checkbox"/> Flood Insurance Required | <input type="checkbox"/> Lease Option            |
| <input type="checkbox"/> Green Financing Available [G] | <input type="checkbox"/> Lease Purchase           | <input type="checkbox"/> Other                   |
| <input type="checkbox"/> Seller Financing              | <input type="checkbox"/> Special Funding          | <input type="checkbox"/> USDA                    |
| <input type="checkbox"/> VA                            |   |  |

Realtor Information (25)

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Agent Related to Owner          | <input type="checkbox"/> Agent / Owner                      | <input type="checkbox"/> Assoc Approval Required       |
| <input type="checkbox"/> Assumable Mortgage              | <input type="checkbox"/> Brochure Available                 | <input type="checkbox"/> CDD Addendum Required         |
| <input type="checkbox"/> Condominium Disclosure Avail    | <input type="checkbox"/> Corporate Owned Relo               | <input type="checkbox"/> Docs Available                |
| <input type="checkbox"/> Environmental Report Available  | <input type="checkbox"/> Fence Restrictions                 | <input type="checkbox"/> Fixer-Upper                   |
| <input type="checkbox"/> Floor Plan Available            | <input type="checkbox"/> Foreign Seller                     | <input type="checkbox"/> HOA Disclosure Available      |
| <input type="checkbox"/> Home Warranty                   | <input type="checkbox"/> In-Law Quarters                    | <input type="checkbox"/> Lead Paint Disclosure         |
| <input type="checkbox"/> Lease Restrictions              | <input type="checkbox"/> Leasing Not Allowed                | <input type="checkbox"/> No Sign                       |
| <input type="checkbox"/> Other Disclosures-Contact Agent | <input type="checkbox"/> Owner Will Assist w/ Closing Costs | <input type="checkbox"/> Owner Will Consider Financing |
| <input type="checkbox"/> Right Of First Refusal          | <input type="checkbox"/> Scrub Jay-check with county        | <input type="checkbox"/> Seller Property Disclosure    |
| <input type="checkbox"/> Septic Sewer Addendum Req.      | <input type="checkbox"/> Short Term Rental Allowed          | <input type="checkbox"/> Sold As-Is                    |
| <input type="checkbox"/> Special Assessments             | <input type="checkbox"/> Subject To Approval                | <input type="checkbox"/> Survey Available              |
| <input type="checkbox"/> Termite Bond / Warranty         | <input type="checkbox"/> Vehicle Restrictions               |  |

Realtor Info (Confidential) (7)

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Bonus to Selling office  | <input type="checkbox"/> Bonus to Lease office | <input type="checkbox"/> Contract for Deed |
| <input type="checkbox"/> Go To Site               | <input type="checkbox"/> In Foreclosure        | <input type="checkbox"/> Lease Available   |
| <input type="checkbox"/> Owner Occupied           | <input type="checkbox"/> Pet on Premises       | <input type="checkbox"/> Pre Foreclosure   |
| <input type="checkbox"/> Tenant Approval          | <input type="checkbox"/> Tenant Occupied       | <input type="checkbox"/> Vacant            |
| <input type="checkbox"/> Variable Rate Commission |  |  |

---

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------

Bonus

 Yes No

Bonus Amount

Bonus Expiration Date

**SHOWING INFORMATION**

s

\*\*Showing Instructions (16)

 24 Hour Notice Gate Code Required See Remarks Appointment Only Call Owner Pet on Premises Under Construction (Go to site) Call Before Showing Call Tenant

**MARKETING LINKS and INFORMATION**

Web Link 1

Web Link 2

\*\*Public Remarks

Realtor Only Remarks

\*\*Driving Directions

The Owner has reviewed the foregoing information contained in this Data Entry Form and acknowledges the information to be true and correct to the best knowledge of the owner.

The Owner agrees to indemnify and hold harmless the My Florida Regional Multiple Listing Service (MFRMLS), the Originating Board, and their employees, the Listing Broker and licensees, the Selling Broker and licensees, and all other cooperating Brokers and licensees against any and all claims or liability (including attorney fees) arising from any breach of warranty by Owner or from any incorrect information supplied by Owner or from any facts concerning the Property which was known or reasonably should have been known to Owner but not disclosed by Owner.

At the request of the Listing Broker, unless otherwise properly indicated on this Data Entry form, MFRMLS will electronically transmit information about the Owner's property to Internet web sites to aid in the marketing of the Property for sale.

MFRMLS shall retain and make available all such data and photographs to all its participants for an indefinite period.

MFRMLS assumes no responsibility or liability to Owner for errors or omissions on this Data Entry Form or in the MFRMLS computer system.

The Owner hereby authorizes Listing Broker to file this Data Entry form with the MFRMLS and the Owner will provide timely notice of all status changes.

DATE

OWNER SIGNATURE

OWNER SIGNATURE

DATE

BROKER

# Complying With the Lead-based Paint Law: Licensee Notice to Seller/Landlord

FLORIDA ASSOCIATION OF REALTORS®

I am notifying you of your responsibilities under the Lead-Based Paint Hazard Reduction Act of 1992 and its implementing regulations. As the owner of a residential dwelling unit built in 1977 or earlier, you have the following disclosure and other requirements (for purposes of this document, "LBP" will mean lead-based paint and "LBPH" will mean lead-based paint hazards, which are conditions that cause exposure to lead from lead-contaminated dust, soil or paint that is deteriorated or present in accessible surfaces or surfaces that rub together, like doors and windows):

F

**1. Before You Sign a Contract/Lease.** Before a buyer or tenant becomes obligated by contract to buy or lease your housing, you must complete the activities listed in A-D below. If you receive an offer before you provide the required information, you cannot accept the offer until after the information is given. This may be accomplished by making a counter offer that allows the buyer or tenant an opportunity to review the information and amend the offer if he or she so chooses. You must:

**A. Disclose** to each licensee or other agent (for purposes of this law, anyone who enters into a contract with you or your representative for the purpose of selling your home, except for buyer's agents who are paid solely by the buyer and not by you or your representative, is considered an "agent") involved in the transaction:

- (1) the presence of any LBP/LBPH about which you know;
- (2) any additional information available concerning the LBP/LBPH, including the basis for determining that LBP/LBPH exists, the location of the LBP/LBPH and the condition of the painted surfaces; and
- (3) the existence of any available records or reports pertaining to LBP/LBPH.

**B. Provide** the buyer or tenant with:

- (1) an EPA-approved lead hazard information pamphlet. This means either the EPA document entitled "Protect Your Family From Lead in Your Home" or an equivalent pamphlet approved by the EPA for use in Florida; and
- (2) any records or reports available to you concerning LBP/LBPH in the unit, including records and reports regarding any common areas. If the unit is in multifamily housing that you own and you had an evaluation or reduction of LBP/LBPH in the housing as a whole, you must provide available records and reports regarding other residential dwellings in that housing.

**C. Disclose** to the buyer or tenant:

- (1) the presence of any known LBP/LBPH in the unit; and
- (2) any additional information available concerning the LBP/LBPH, such as the basis for determining that LBP/LBPH exists, the location of the LBP/LBPH and the condition of the painted surfaces.

**D. Allow** the buyer time to conduct a risk assessment or inspection for the presence of LBP/LBPH. You must give the buyer a 10 day period unless you agree with the buyer, in writing, to another period of time (such as within the time allowed for property inspections) or unless the buyer indicates in writing that he or she waives the right to conduct the risk assessment or inspection. This inspection requirement does not apply to tenants.

**2. Sales Contract Requirements.** You must ensure that the sales contract has an attachment having the following elements:

**A.** The following Lead Warning Statement: "Every purchaser of any interest in residential real property on which a residential dwelling was built prior to 1978 is notified that such property may present exposure to lead from lead-based paint that may place young children at risk of developing lead poisoning. Lead poisoning in young children may produce permanent neurological damage, including learning disabilities, reduced intelligence quotient, behavioral problems, and impaired memory. Lead poisoning also poses a particular risk to pregnant women. The seller of any interest in residential real property is required to provide the buyer with any information on lead-based paint hazards from risk assessments or inspection in the seller's possession and notify the buyer of any known lead-based paint hazards. A risk assessment or inspection for possible lead-based paint hazards is recommended prior to purchase."

**B.** A statement by you disclosing the presence of known LBP/LBPH in the home and any additional information available concerning the LBP/LBPH, such as the basis for determining that it exists, its location and the condition of the painted surfaces; OR indicating that you have no knowledge of the presence of LBP/LBPH in the home.

**C.** A list of any records or reports described in 1.B.(2) above that are available to you and that you have provided to the buyer; OR a statement that no such records or reports are available to you.

**D.** A statement by the buyer:

- (1) affirming receipt of the information in 2.B and C above;
- (2) affirming receipt of the lead hazard information pamphlet noted in 1.B.(1) above; and
- (3) that he or she has either had the opportunity to conduct the risk assessment or inspection required as noted in 1.D. above or waived the opportunity.

**E.** A statement by each real estate licensee/agent involved in the transaction that:

- (1) the licensee/agent has informed you of your legal obligations; and
- (2) the licensee/agent is aware of his or her duty to ensure compliance with the law.

**F.** Signatures of you, the licensees/agents and the buyers certifying to the accuracy of their statements to the best of their knowledge, and the dates of the signatures.

E

3. Lease Requirements. As the owner of property being rented, you must ensure that every lease for the unit contains language within the lease itself or as an attachment having the following elements:

- A. The following Lead Warning Statement: "Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, lessors must disclose the presence of lead-based paint and/or lead-based paint hazards in the dwelling. Lessees must also receive a federally approved pamphlet on lead poisoning prevention."
- B. A statement by you disclosing the presence of known LBP/LBPH in the unit being leased and any additional information available concerning the LBP/LBPH, including the basis for determining that it exists, its location and the condition of the painted surfaces; OR indicating that you have no knowledge of the presence of LBP/LBPH.
- C. A list of any records or reports described in 1.B.(2) above that you have provided to the tenant, OR a statement that no such records or reports are available to you.
- D. A statement by the tenant:
  - (1) affirming receipt of the information paragraph 3.B. and C. above; and
  - (2) affirming receipt of the lead hazard information pamphlet noted in 1.B.(1) above.
- E. A statement by each real estate licensee/agent involved in the transaction that:
  - (1) the licensee/agent has informed you of your legal obligations; and
  - (2) the licensee/agent is aware of his or her duty to ensure compliance with the law.
- F. Signatures of you, the licensees/agents and the tenants certifying to the accuracy of their statements to the best of their knowledge, and the dates of the signatures.

4. Record Retention Requirements. Sellers and the licensees/agents involved in the sales transaction must keep a copy of the completed attachment described in paragraph 2 above for no less than 3 years from the date of closing. Landlords and the licensees/agents involved in the lease transaction must keep a copy of the completed attachment or lease form described in paragraph 3 above for no less than 3 years from the first day of the leasing period.

5. Impact of Law and Disclosures. Nothing in the law or regulations requires a seller or landlord to conduct any evaluation or reduction activities. However, the parties may voluntarily insert such a requirement in the contract. Neither you nor the licensees involved in the sale or lease transaction will be responsible for the failure of a buyer's or tenant's legal representative (such as an attorney or broker who receives all compensation from the buyer or tenant) to transmit disclosure materials to the buyer or tenant, provided that all required persons have completed and signed the necessary certification and acknowledgement language described under paragraphs 2 and 3 above.

This information sheet was provided by Jack Keller, Inc., (licensee) to seller or landlord on the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

Seller/Landlord makes the following disclosure to licensee:

(1) Lead-based paint and lead-based paint hazards in the housing: (check one)

- (a) Seller/Landlord has no knowledge of LBP/LBPH in the housing.
- (b) Seller/Landlord knows of the following LBP/LBPH in the housing (describe all known additional information): \_\_\_\_\_

CHOOSE a or b

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(2) Available Records and Reports: (check one)

- (a) Seller/Landlord has no records or reports regarding LBP/LBPH in the housing.
- (b) Seller/Landlord has available the following documents regarding LBP/LBPH in the housing: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

 \_\_\_\_\_  \_\_\_\_\_  
 Seller/Landlord Date Seller/Landlord Date

ALL OWNERS SIGN HERE & RETURN OR FAX BACK

**JACK  
KELLER  
INC.  
REALTORS**

2440 WEST BAY DRIVE  
LARGO, FLORIDA 33770

727-586-1497

Since 1975

# FINAL QUESTIONS!

How would you like to receive a copy of your listing and bill?

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Company: \_\_\_\_\_

Your Mailing Address: \_\_\_\_\_

Mailing City: \_\_\_\_\_ Mailing State: \_\_\_\_\_ Mailing Zip: \_\_\_\_\_

Your Ph.#: (\_\_\_\_\_) \_\_\_\_\_ Your Fax#: (\_\_\_\_\_) \_\_\_\_\_

Your E-mail address: \_\_\_\_\_ @ \_\_\_\_\_

**How did you hear about us?**     Postcard     Search Engine     Word of mouth

Investors Club     E-mail     Repeat Customer     Referral; From: \_\_\_\_\_

**+ YOUR PAYMENT IS DUE WITHIN FIVE DAYS.** When we receive all of the completed and signed forms we will upload your property to the *MLS*. Please send a check or money order for \$150.00 per property payable to *Jack Keller Inc.*, at the address listed above. If you would prefer, you may pay by credit card online at [www.Pay.JackKeller.com](http://www.Pay.JackKeller.com)

**+ Please notify Jack Keller Inc., REALTORS when you have SIGNED A SALES CONTRACT.** MLS rules require the property to be marked "CONTRACT PENDING" within 48 hours of a signed sales contract regardless of any contract stipulations. (Failure to do so could result in minimum fine of \$2,500 by the MLS system!) We'll instruct the MLS that there are "Back ups requested", just so that no grass grows under your feet while you're awaiting closing.

**+ Please notify Jack Keller Inc., REALTORS when your SALE HAS CLOSED.** MLS rules require the property to be marked "SOLD" within 48 hours of closing. (Failure to do so could result in minimum fine of \$2,500 by the MLS system!) That way we can remove the property from the MLS system and plug in the sales price and sales terms for the appraisers. This will also help eliminate phone calls from other REALTORS.



**JACK  
KELLER  
INC.  
REALTORS**  
2440 WEST BAY DRIVE  
LARGO, FLORIDA 33770  
727-586-1497  
*Since 1975*

# Change/Update Form

Please fill out as much information as possible  
Please allow up to 3 business days for changes to be processed  
Failure to fill in your MLS# will result in a delay in changes/updates.

Owners full name(s): \_\_\_\_\_

Contact ph#: \_\_\_\_\_ MLS#: \_\_\_\_\_

Listed property address: \_\_\_\_\_

## What would you like to do?

- Price change to: \$ \_\_\_\_\_
- Commission change to: \_\_\_\_\_
- \*\*\*If you want to EXTEND a non-expired MLS listing go to [www.Change.JackKeller.com](http://www.Change.JackKeller.com) for details.
- Make a correction/update.  
(Specify the correction/update at the bottom left of the page)
- \*\*\*If you want to RE-LIST an EXPIRED MLS listing go to [www.Change.JackKeller.com](http://www.Change.JackKeller.com) for details.

- RE-ACTIVATE my non-expired MLS listing.  
(There is a fee to do this. See [www.Pay.JackKeller.com](http://www.Pay.JackKeller.com) )
- WITHDRAW my listing from the MLS system  
Reason: \_\_\_\_\_

(PLEASE MAKE SURE TO FILL IN ALL OF THE INFORMATION BELOW)

- I have a signed sales CONTRACT.
- I've SOLD & CLOSED it.

## > CONTRACT/SALE information goes below:

Sale Price \$ : \_\_\_\_\_ Contract Date: \_\_\_\_\_ Closing Date: \_\_\_\_\_  
(The date when all parties signed the contract.) (The date when the property did or is expected to close)

What type of financing did/is the buyer using?:  Conventional  FHA  VA  Cash  Other

Was the buyer represented by a REALTOR?:  Yes  No  
Are you paying any of the buyers closing costs?  
If so, how much: \$ \_\_\_\_\_

If it was a REALTOR what was the REALTOR's Name: \_\_\_\_\_

What Real Estate Office is he/she with?: \_\_\_\_\_

What TITLE company is going to be used? \_\_\_\_\_  
(If you don't know yet enter "unknown" and then notify us as soon as a Title company has been chosen)

What's the TITLE company's ph#? \_\_\_\_\_ Representative's Name: \_\_\_\_\_

## Correction/Update information goes below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Mail or Fax to: 727-586-1499**

(our fax is on 24/7)

**-or-**

**Scan & E-mail to: [listings@jackkeller.com](mailto:listings@jackkeller.com)**

## ALL OWNERS MUST SIGN HERE!

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date